

DEVELOPMENT HANDBOOK

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Chapter 10-Platting & Subdivisions Revision: December 2017



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1. PURPOSE

a. Introduction

The City of Pearland is happy to present the Development Handbook to use as a tool to assist with the development process within the City of Pearland. The City of Pearland hopes that this handbook will provide the information related to the development process in a user-friendly and easily understood format. This guide is not intended to discourage you from contacting the City in any way. On the contrary, this handbook is designed to help you understand the processes and give us an opportunity to work with you in an effective manner.

b. How to Use this Handbook

This Handbook is to be used as a guide to help you through the development process for the City of Pearland. Depending on the scope of work, one or more sections of the handbook may be applicable. Each section includes an introduction to the process, a flowchart of the process, a checklist, and any other pertinent information that can help you with that particular process.

c. Disclaimer

The Development Handbook is not intended to take the place of any ordinance. Please review the appropriate ordinances and codes as they relate to your development. Refer to the city's website for the most up to date information, including fees.

It is the City of Pearland's intent to update this guide on a regular basis. Effectiveness of this guide will depend on input from you, the development community. Therefore, any feedback would be appreciated. Additionally, we would appreciate any comments or suggestions that would help the City serve you better.

This handbook has been updated to incorporate the requirements of the Unified Development Code (UDC), adopted February 27, 2006, and latest amendments as of February 2015.

Thank you for developing in the City of Pearland.



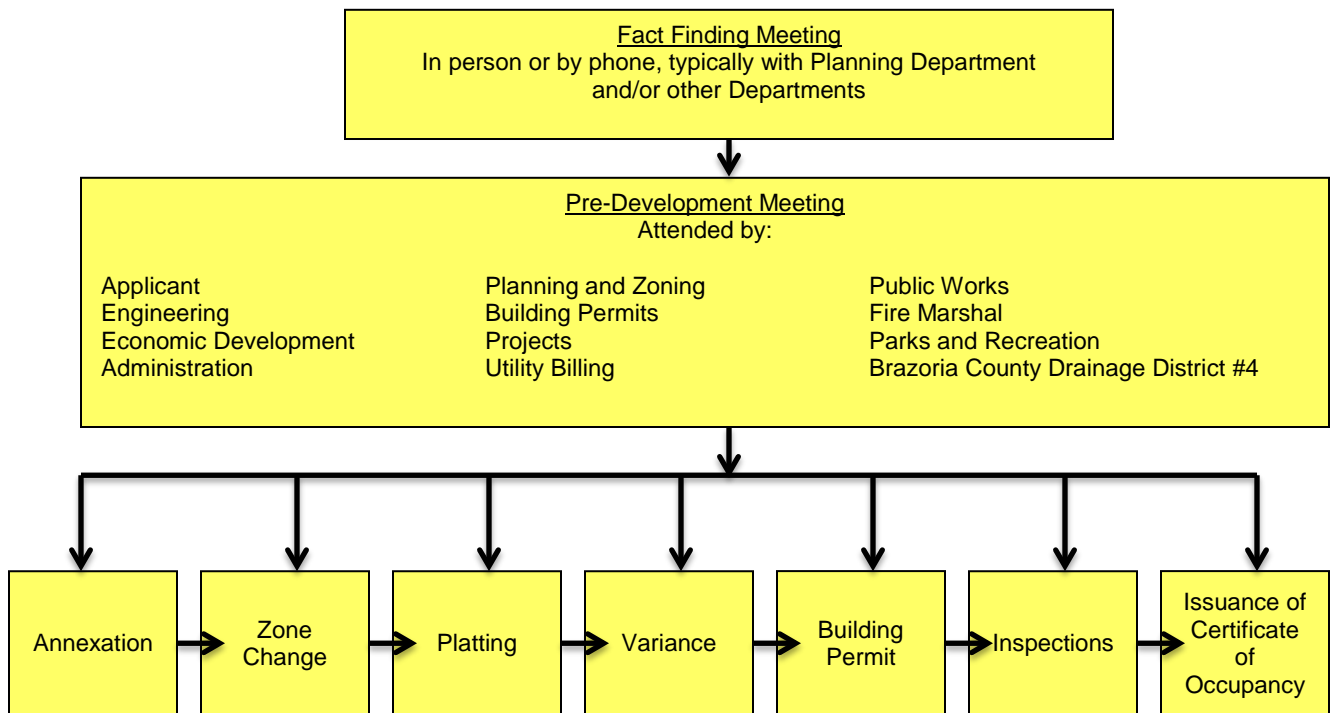
2. DEVELOPMENT PROCESS

a. Introduction

The development process is governed by the requirements of state statutes, adopted codes and ordinances, city procedures, and best practices. The following flow chart explains the overall development process in the City of Pearland. Each of these processes is described in detail in the following sections.

b. Flow Chart

A fact-finding meeting is typically the first point of contact between the customer and the city. During this meeting, the staff member meeting with the customer will advise as to whether a Pre-Development meeting is necessary or not, depending on the information provided at this meeting, or the scope of the project.



Please Note: All steps above may not be required. For example if the property is already zoned and platted, the process may begin with the building permit application.



3. PRE-DEVELOPMENT MEETINGS

a. Introduction

The purpose of Pre-Development meetings is to create a one-stop shop, a means of meeting with all departments involved in the development process at the same meeting. These meetings are scheduled to introduce the developers to local development regulations and the officials responsible for most aspects of development. These meetings provide an opportunity for the developer to discuss their proposal with City officials. These meetings are strongly encouraged for each new development as each official directly responsible for the review of the project is in attendance.

b. Scheduling

Pre-Development meetings are typically scheduled on every Wednesday morning at 9:00 AM, 10:00 AM and 11:00 AM. Each meeting is scheduled to be one hour long. During the meeting, a checklist is completed by Staff that explains the various city ordinances pertinent to that project, permitting and development processes, and rules and regulations adopted by the City. In addition to the completed checklist, all relevant information is provided to the applicant at the end of the meeting.

c. Attendees

The meeting is typically attended by representatives of the following City departments:

Administration	Building Permits	Economic Development Corporation
Planning and Zoning	Public Works	Parks and Recreation
Fire Marshal	Projects	Chamber of Commerce
Engineering	Utility Billing	Brazoria County Drainage District #4

A Pre-Development meeting can be scheduled by completing the online meeting request form found here: <http://www.pearlandtx.gov/departments/community-development/planning/pre-development>. For additional information, please contact the Planning Department, at 281.652.1768 or 281.652.1742.



4. ANNEXATION

a. Introduction

Article 1, Section 1.03 of the Pearland City Charter and the Texas Local Government Code authorize the City Council to adjust boundaries of the City through annexation. The City is required to provide all services to the areas annexed within its boundaries within timeframes mandated by the State of Texas and provided within the service plan established for a proposed annexation. Further, the annexed areas are governed by all City codes and regulations including those related to development. Typically, the annexation procedure takes 60 – 90 days from the date of the City Council's directive to proceed. Applications for annexations are made in the form of a letter to the City Manager accompanied by a metes and bounds description and survey of the property to be annexed. Applicants are urged to schedule a meeting with the Planning Department before making an annexation request. A zone change may run concurrently with an annexation request. Please see Section 5 – Zoning for additional information.

b. Approval Process

Annexation follows the approval procedure as mandated by the City's Charter and the Texas Local Government Code.

1. Council Direction OR Application by Owner for Voluntary Annexation

Staff receives direction from Council to prepare a service plan, or a property owner submits an application.

2. Notice of Intent (Sec. 43.062 b)

29 days prior to the first public hearing – notice of intent to all property owners, public/private entities, and railroads.

3. Service Plan (Sec. 43.065 a)

Before the publication of notice of the first hearing, the governing body shall prepare a service plan that provides for the extension of full municipal services.

4. Notification of 1st Public Hearing (Sec. 43.063 c)

Newspaper – At least once on or after the 20th day, but before the 10th day before the date of the hearing

Internet – On or after the 20th day, but before the 10th day before the date of the hearing. Must stay posted until the date of the hearing

Certified Mail – On or after the 20th day, but before the 10th day before the date of the hearing. Must stay posted until the date of the hearing

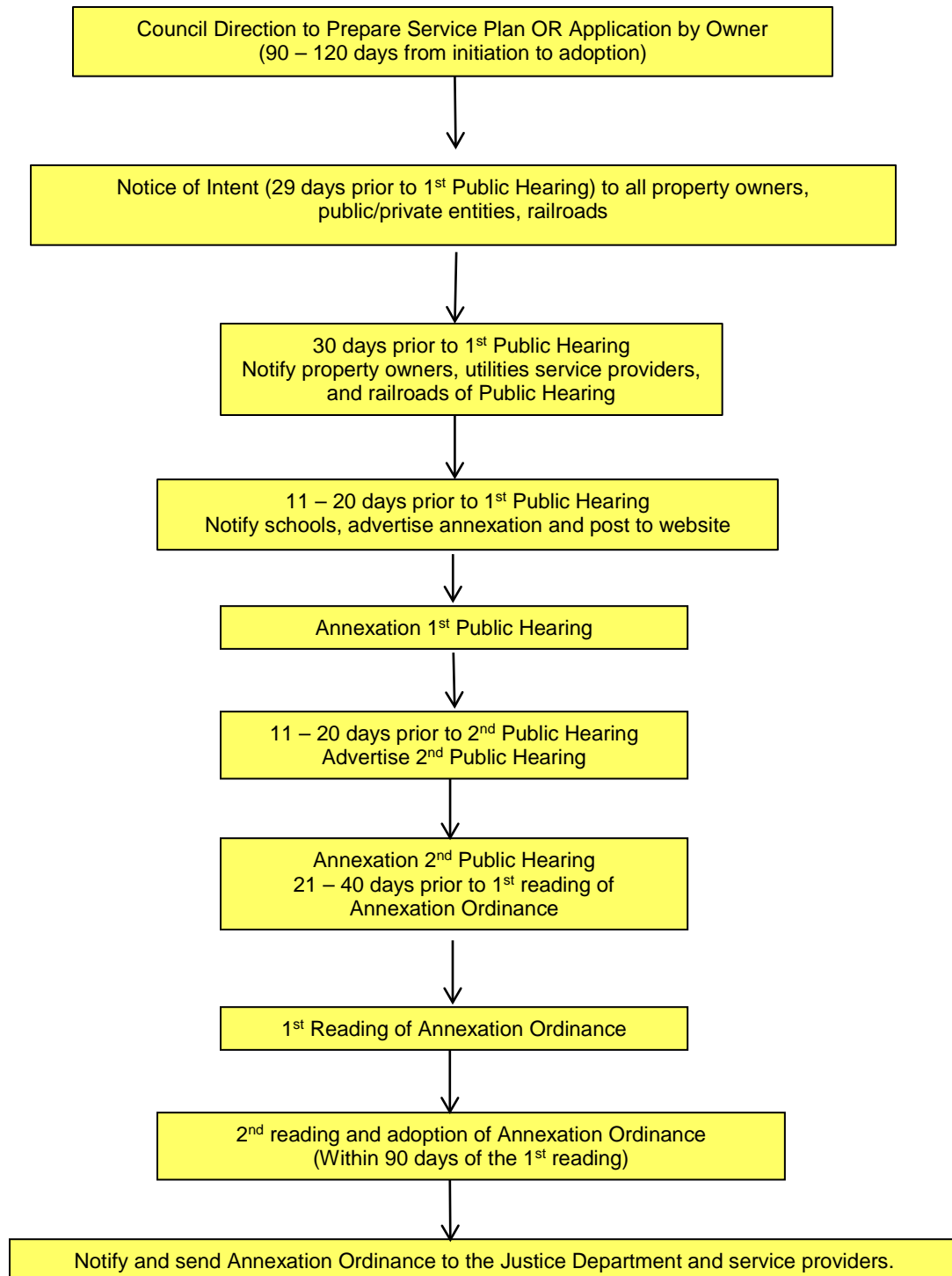
Additional notice by certified mail to each railroad company that serves the municipality and is on the municipality's tax roll, if company's right-of-way is in the area proposed for annexation



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5. Development Agreement for Properties with Agricultural Valuations (Sec. 43.035)
Prior to the final reading of the ordinance
 6. First Public Hearing (Sec. 43.063 a)
On or after the 40th day, but before the 20th day before the date of the institution of proceedings. (1st Reading)
 7. Notification of 2nd Public Hearing
Newspaper – At least once on or after the 20th day, but before the 10th day before the date of the hearing
Internet – On or after the 20th day, but before the 10th day before the date of the hearing. Must stay posted until the date of the hearing
Certified Mail – On or after the 20th day, but before the 10th day before the date of the hearing. Must stay posted until the date of the hearing
Additional notice by certified mail to each railroad company that serves the municipality and is on the municipality's tax roll, if company's right-of-way is in the area proposed for annexation
 8. Second Public Hearing (Sec. 43.063 a)
On or after the 40th day, but before the 20th day before the date of the institution of proceedings (1st Reading)
 9. First Reading of the Annexation Ordinance
 10. Second Reading of the Annexation Ordinance (Sec. 43.064 a)
Within 90 days after the date the governing body institutes the annexation proceedings. (1st Reading)
 11. Pre-Clearance (Sec. 43.906)
Apply for pre-clearance under Section 5, Voting Rights Act of 1965, on the earliest date possible.
 12. Notification of Change to Service Providers



c. Flowchart





d. Criteria for Approval

More information can be found in the Texas Local Government Code.

Subchapter B. General Authority to Annex

Sec. 43.021 – Authority of Home-Rule Municipality to Annex Area and Take Other Actions Regarding Boundaries

Sec. 43.054 – Width Requirements

Sec. 43.035 – Authority of Municipality to Annex Area Qualified for Agricultural or Wildlife Management Use or as Timber Land

Subchapter C. Annexation Procedure for Areas Annexed under Municipal Annexation Plan

Sec. 43.052 – Municipal Annexation Plan Required

Sec. 42.053 – Inventory of Services and Facilities Required

Sec. 42.054 – Width Requirements

Sec. 42.055 – Maximum Amount of Annexation Each Year

Sec. 42.056 – Provision of Services to Annexed Area

Sec. 42.0561 – Annexation Hearing Requirements

Sec. 42.0562 – Negotiations Required

Sec. 42.0564 – Arbitration Regarding Negotiations for Services

Subchapter C-1. Annexations Procedure for Areas Exempted from Municipal Annexation Plan

Sec. 42.061 – Applicability

Sec. 42.062 – Procedures Applicable

Sec. 42.063 – Annexation Hearing Requirements

Sec. 42.063 – Period for Completion of Annexation; Effective Date

Sec. 42.065 – Provision of Services to Annexed Area

Subchapter Z. Miscellaneous Provisions

Sec. 42.905 – Effect of Annexation on Operation of School District

Sec. 42.906 – Voting Rights after Annexation

e. Conditions for Approval

There are no conditions of approval for the annexation process.

f. Expiration

More information can be found in the Texas Local Government Code.



Sec 42.506 – Provision of Services to Annexed Area

“Before the first (1st) day of the 10th month after the month in which the inventory is prepared, as provided by Section 43.053, the municipality proposing the annexation shall complete a service plan that provides for the extension of full municipal services to the area to be annexed. The municipality shall provide the services by any of the methods by which it extends the services to any other area of the municipality.”

“The service plan must include a program under which the municipality will provide full municipal services in the annexed area no later than 2 ½ years after the effective date of the annexation...If the municipality proposes a schedule to extend the period for providing certain services, the schedule must provide for the provision of full municipal services no later than 4 ½ years after the effective date of the annexation.”

g. Checklist

- Application and checklist filled out completely and signed by the owner of the property.
- If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf. **Section 1.2.1.1 (a) of the Unified Development Code (UDC).**
- Petition for annexation.
- Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
- Parcel map, printed from the City of Pearland website, indicating the location and boundaries of the subject property.
- Agricultural valuation.
- Verification of a meeting with the City's Legal Department.
- Acknowledgement of the sign to be posted on the property ten (10) days prior to the public hearing.

h. Posting of Notification Signs

Sign notification on properties under consideration for annexation is not a statutory requirement, but a requirement of the City.

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), or a variance shall be required to erect and maintain a sign(s), to be inspected by the City, upon the property for which a variance or zoning change has been requested.

Sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.



2. So as to be clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. So as not to create a hazard to traffic on the public rights-of-way abutting the property.
4. On the subject property at least ten (10) days prior to the hearing of such zoning change request by the Planning and Zoning Commission, and to remain continuously on said property until final action by the City Council or withdrawal of the case by the applicant. Removal of the sign by the applicant prior to a recommendation by the Planning and Zoning Commission and/or a final decision by the City Council shall constitute a withdrawal of the request.
5. The signs shall be as follows:
 - A minimum sign size of two (2) feet by three (3) feet, but no larger than four (4) feet by four (4) feet
 - At least two (2) feet above the ground
 - Blue or black lettering that is a minimum of 3 inches by ½ inch, on a white background
 - Message content as follows:

PROPOSED ANNEXATION
 Contact City of Pearland
 281.652.1765

Signs must be professionally made; handwritten signs are not allowed.

Signs must be freestanding and cannot be attached to a tree, fence, or building.

i. Additional Information

Sample Annexation Schedule

	Action	Statutory Action Timeline
1	Land Use Survey/Inventory	N/A
2	Annexation Schedule to City Council in Thursday Packet	N/A



3	Open House @ Recreation Center	N/A
4	One-On-One Meetings with individuals and specific groups	N/A
5	Council Workshop regarding Involuntary Annexation	N/A
6	Formal Directive from Council to Prepare Service Plan (City's Charter)	Prior to advertisement of First Public Hearing
7	Notice of Intent to all property owners, public/private entities, railroad companies and post on website (Texas LGC 43.062 b)	Before the 30 th day before the date of the first hearing
8	Service Plan (43.065 a)	Before the publication of the notice of the first hearing, the governing body shall prepare a service plan that provides for the extension of full municipal services.
9	Notice of First Public Hearing Newspaper (43.063 c)	At least once on or after the 20 th day, but before the 10 th day before the date of the hearing.
10	Internet Posting of First Public Hearing (43.063 c)	On or after the 20 th day, but before the 10 th day before the date of the hearing. Must stay posted until the date of the hearing.
11	Certified Mail (Notice of Public Hearing) (43.063 c) Additional notice by certified mail to each railroad company that serves the municipality and is on the municipality's tax roll, if	On or after the 20 th day, but before the 10 th day before the date of the hearing.



	company's right-of-way is in the area proposed for annexation.	
12	Development Agreement (43.035)	Prior to the final reading of the ordinance
13	First Public Hearing (43.063 a)	On or after the 40 th day, but before the 20 th day before the date of the institution of proceedings. (1 st Reading)
14	Notice of Second Public Hearing Newspaper (43.063 c)	At least once on or after the 20 th day, but before the 10 th day before the date of the hearing.
15	Internet Posting of Notice of Second Public Hearing (43.063 c)	On or after the 20 th day, but before the 10 th day before the date of the hearing. Must stay posted until the date of the hearing.
16	Certified Mail (Notice of Second Public Hearing) (43.063 c) Additional notice by certified mail to each railroad company that serves the municipality and is on the municipality's tax roll if company's right-of-way is in the area proposed for annexation.	On or after the 20 th day, but before the 10 th day before the date of the hearing.
17	Second Public Hearing (43.063 a)	On or after the 40 th day, but before the 20 th day before the date of the institution of proceedings (1 st Reading).
18	First Reading of the Annexation Ordinance	N/A
19	Second Reading of the Annexation Ordinance (43.064 a)	Within 90 days after the date the governing body institutes the annexation proceedings, (1 st



		Reading)
20	Pre-Clearance (43.906)	Apply of pre-clearance under Section 5, Voting Rights Act of 1965, on the earliest date possible.
21	Notification of the change to service providers	



5. ZONING

a. Purpose

Zoning is a classification of land within the community by districts or zones in which permitted uses and conditional uses are established. Zoning also provides developmental regulations such as minimum lot sizes, building sizes, placement of buildings, minimum yard setback requirements, parking, landscaping, screening between residential and non-residential uses, etc. These requirements vary from district to district.

Within zoning districts there are permitted uses and conditionally permitted uses. A permitted use is one that is allowed by right on a property. A conditional use is a use that may be permitted by City Council under case specific situations. As a Conditional Use Permit (CUP) is case specific, it lets the City know the specific type of development that is proposed for a particular piece of property. Conditional Use Permits are added to a zoning district where a particular use is not included in that zone's allowable uses by right, but with certain conditions granted by the permit, could be compatible and acceptable. It is common for specific conditions to be placed on the approval of a Conditional Use Permit in order to maintain the integrity of the neighborhood or community. See Chapter 6 Conditional Use Permits (CUP) for more information. If a proposed use is not allowed in a particular zoning district by right or with the approval of a CUP, a zone change may be applied for.

All real property within the City of Pearland must be properly zoned prior to the subdivision/platting, development, and/or issuance of a building permit.

1. Zoning Districts and Table of Uses

One of the most important things to check before planning a project within the City; residential or commercial, is the current zoning district of the property. This is especially important when considering purchasing property for a particular purpose. *The zoning of property will determine what can and cannot be developed on the property.* From large projects like a shopping center to smaller projects like a tenant lease space in a building, it is always important to check the zoning first and make sure that the zoning permits the intended use. If the zoning does not allow the use, a zone change or conditional use permit may be applied for, but approval of these requests is not guaranteed, as explained below.

As zone changes and conditional use permits are voted on by the Planning and Zoning Commission and the City Council, subsequent to receiving a Planning and Zoning Commission approval recommendation, an application does not guarantee that the zoning change or conditional use permit will be approved. Even small additions to a property, especially a property that is non-conforming, may require a zone change or conditional use permit. It is also important to check the zoning for existing commercial strip centers. For example, if there was a restaurant in a tenant space, and the restaurant moves out, and then another restaurant wants to move in, do not assume that



the use is allowed just because the use was already there at one time. Always double check the zoning and contact the Planning Department for verification, prior to purchasing property or planning a project.

You can check your zoning district online at pearlandtx.gov, click on City of Pearland Maps, then Interactive Maps. You will be able to search by a specific address or a general location. Also, you can check the Table of Permitted Uses (also called the Land Use Matrix) in Chapter 2 of the Unified Development Code (UDC), also located on the City's web page.

2. City of Pearland Zoning Districts

The following is a listing of the different zoning districts that exist within the City of Pearland. A summary of each zoning district is provided on the following pages. For a complete listing of all requirements that pertain to a certain zoning district, please refer to Chapter 2 of the Unified Development Code (UDC).

Residential Zoning Districts

SD	Suburban Development District
R-E	Single-Family Estate District
SR-15	Suburban Residential-15 District
SR-12	Suburban Residential-12 District
R-1	Single-Family Residential-1 District
R-2	Single-Family Residential-2 District
R-3	Single-Family Residential-3 District
R-4	Single-Family Residential-4 District
TH	Townhouse Residential District
MF	Multiple-Family Residential District
MH	Manufactured Home Park District

Mixed Use Zoning Districts

SPD	Spectrum District, Includes Sub districts (SP1 – SP5)
C-MU	Cullen-Mixed Use District
G/O-MU	Garden/O'Day-Mixed Use District
OT OT-MU)	Old Townsite District (includes sub districts OT-R, OT-GB, and

Non-Residential Zoning Districts

OP	Office & Professional District
BP-288	Business Park 288 District



NS	Neighborhood Service District
GB	General Business District
GC	General Commercial District
M-1	Light Industrial District
M-2	Heavy Industrial District
Corridor Overlay Zoning District	
COD	Corridors Overlay District

(SD) SUBURBAN DEVELOPMENT DISTRICT

The Suburban Development District (SD) is intended to provide areas for land that is relatively undeveloped and/or agricultural in nature. The SD District is also a default district for newly annexed land that is not yet ready to be zoned for a particular intended use. (This district is typically referred to as the Agricultural District.)

(RE) ESTATE LOT SINGLE FAMILY DWELLING DISTRICT

The Single-Family Estate District (R-E) is intended to permit the low-density residential development of detached single-family dwelling units and appropriate desirable open space. The minimum lot size within this zoning district shall be at least one-half acre (21,780 square feet) in area.

(SR-15) SUBURBAN RESIDENTIAL-15 DISTRICT

The Suburban-Residential-15 District (SR-15) is intended to permit the low-density residential development of detached single-family dwelling units and appropriate desirable open space. The minimum lot size within this zoning district shall be at least 15,000 square feet in area.

(SR-12) SUBURBAN RESIDENTIAL-12 DISTRICT

The Suburban-Residential-12 District (SR-12) is intended to permit the low-density residential development of detached single-family dwelling units and appropriate desirable open space. The minimum lot size within this zoning district shall be at least 12,000 square feet in area.

(R-1) SINGLE FAMILY RESIDENTIAL-1 DISTRICT

The Single-Family Residential-1 District (R-1) is intended to permit the low-density residential development of detached single-family dwelling units and appropriate desirable open space. The minimum lot size within this zoning district shall be at least 8,800 square feet in area.

(R-2) SINGLE FAMILY RESIDENTIAL-2 DISTRICT

The Single-Family Residential-2 District (R-2) is intended to permit the low-density residential development of detached single-family dwelling units and appropriate desirable open space. The minimum lot size within this zoning district shall be at least 7,000 square feet in area.

**(R-3) SINGLE FAMILY RESIDENTIAL-3 DISTRICT**

The Single-Family Residential-3 District (R-3) is intended to permit the development of detached single-family dwelling units and appropriate desirable open space. The R-3 District should be located to provide a buffer between lower density residential and non-residential zoning districts. The minimum lot size within this zoning district shall be at least 6,000 square feet.

(R-4) SINGLE FAMILY RESIDENTIAL-4 DISTRICT

The Single-Family Residential-4 District (R-4) is intended to permit the development of traditional single-family homes and patio homes and appropriate desirable open space. The R-4 District should be located to provide a buffer between lower density residential and non-residential zoning districts. The minimum lot size within this zoning district shall be at least 5,000 square feet.

(TH) TOWNHOUSE RESIDENTIAL DISTRICT

The Townhouse Residential District (TH) is intended to permit the development of attached townhouse units. The TH District should be located to provide a buffer between lower density residential and non-residential zoning districts.

(MF) MULTIPLE-FAMILY RESIDENTIAL DISTRICT

The Multiple-Family Residential District (MF) is intended to permit the development of multiple-family (apartment) residences and associated uses. This district should be located adjacent to a major thoroughfare and may serve as a buffer between low or medium density residential development and non-residential development or high-traffic roadways.

(MH) MANUFACTURED HOME PARK DISTRICT

The Manufactured Home Park District (MH) is intended to provide basic and uniform regulations and performance objectives to establish reasonable standards and safeguards to insure the safety, health and welfare of the occupants and users of manufactured home park areas. These requirements shall be used in conjunction with the other mobile/manufactured home regulations as set in Chapter 4, Article 2, Division 6 of the UDC.

(SPD) SPECTRUM DISTRICT

The purpose of the Spectrum District (SPD) is to provide a visually cohesive district that allows for diverse land uses within one overall District and to provide a zoning district that is consistent with the recommendations within the City's adopted *2004 Comprehensive Plan Update*. The Spectrum District is comprised of five (5) Sub-Districts that provide areas for these different land uses in a compatible manner. The requirements for development within each sub-district are explained within the UDC.

(C-MU) CULLEN-MIXED USE DISTRICT

The Cullen Mixed Use District (C-MU) is intended to provide a district that allows for the continuation and limited growth of specific nonresidential land uses that have been in existence along Cullen Boulevard for a long period of time, while



also respecting the residential uses that have developed and now co-exist with the nonresidential uses.

(G/O-MU) GARDEN/O'DAY-MIXED USE DISTRICT

The Garden/O-Day Mixed Use District (G/O-MU) is intended to provide a district that allows for the continuation of specific nonresidential land uses that have been in existence along Garden Road and O'Day Road for a long period of time, while also respecting the residential uses that have developed and now co-exist with the nonresidential uses. This district is also intended to help preserve the stability of neighborhoods adjacent to the G/OMU District boundaries.

(OT) OLD TOWNSITE DISTRICT

The purpose of the Old Townsite District (OT) is to:

- (1) Promote good building and streetscape design.
- (2) Reinforce existing land use patterns and character.
- (3) Categorize area into zoning districts as per the UDC with modifications.
- (4) Promote downtown as a walkable, pedestrian friendly district.
- (5) Promote multiple types of development and uses.
- (6) Set forth general provisions and architectural regulations to insure quality of streetscape and building construction.
- (7) Allow reduced parking ratios, shared parking, and flexibility to encourage re-use of existing buildings.
- (8) Allow flexibility in building codes and façade requirements to encourage relocation and re-use of existing buildings.
- (9) Emphasize mixed uses and focus on the streetscape and public spaces to create pedestrian-friendly mixed-use developments.

The OT is comprised of three zoning districts – Old Townsite General Business District (OT-GB), Old Townsite Single Family Dwelling District (OT-R), and Old Townsite Mixed Use District (OT-MU).

(OP) OFFICE AND PROFESSIONAL DISTRICT

The Office and Professional District (OP) is intended to permit a wide variety of business, professional, and organization office needs of the community together with desirable associated uses.

(BP-288) BUSINESS PARK 288 DISTRICT

The Business Park 288 District (BP-288) is intended to permit large office complexes/campuses and retail development in locations with good visibility and roadway access; visibility and access are inherently provided by State Highway 288. These regulations are also intended to create high quality development that



enhances the City's image as a desirable place to live, work, and shop.

(NS) NEIGHBORHOOD SERVICE DISTRICT

The Neighborhood Service District (NS) is intended to permit a limited area of service establishments and retail stores for the benefit of adjacent and nearby residential development and in which district all trade is conducted indoors and in such a manner as to be capable of placement adjacent to residential districts without changing the character of the latter.

(GB) GENERAL BUSINESS RETAIL DISTRICT

The General Business Retail District (GB) is intended to permit an extensive variety of commercial uses including retail trade, personal and business service establishments, offices and commercial recreational uses of limited scope. These types of commercial uses are conducted wholly within an enclosed building but may incidentally display merchandise wholly under a permanent part of the main business structure, such as a marquee.

(GC) GENERAL COMMERCIAL DISTRICT

The General Commercial District (GC) is intended to permit a wide variety of businesses characterized by those uses that may require an extensive amount of land for the conduct of business and/or that may require outside storage areas.

(M-1) LIGHT INDUSTRIAL DISTRICT

The Light Industrial District (M-1) is intended to permit a wide variety of light industrial, manufacturing, wholesale and service type uses.

(M-2) HEAVY INDUSTRIAL DISTRICT

The Heavy Industrial District (M-2) is intended to permit any manufacturing, assembly, processing, storage and/or distribution, sale and repair incidental to industrial use allowed by law.

CORRIDOR OVERLAY DISTRICT (COD)

The Corridor Overlay District (COD) is intended to help the City exercise greater control over the aesthetic, functional, and safety characteristics of development along major thoroughfares within the City where higher development standards can effectively enhance the City's image as a desirable place to live, work, and shop.

The COD is limited to specified areas encompassing land that has already been assigned conventional zoning district classifications. It supplements the standards of the underlying conventional districts with new or different standards, which are more restrictive. In the event of a conflict between the standards of the COD and the regulations of the underlying zoning district, the standards described herein will prevail. Regulations of the underlying zoning district not augmented or otherwise supplemented by the COD will continue to prevail.

T



he COD standards apply to the future development and use of all land with lot frontage on either side of the street right-of-way along the following specified major thoroughfares:

- (1) Pearland Parkway: For the full length of the roadway within the City limits
- (2) Oiler Drive: For the full length of the roadway within the City limits
- (3) McHard Road: For the full length of the roadway within the City limits
- (4) SH 35/Main Street: For the full length of the roadway within the City limits, except within the Old Townsite District
- (5) Broadway: For the full length of the roadway within the City limits, except within the Old Townsite District
- (6) Magnolia Road: For the full length within the City limits of the contiguous roadway known as Magnolia Road, County Road 59, Southfork Drive, and John Lizer Road, except within the Old Townsite District
- (7) Kirby Drive: For the full length of the roadway within the City limits
- (8) Dixie Farm Road: For the full length of the roadway within the City limits
- (9) Beltway 8: For the full length of the roadway within the City limits
- (10) Bailey Road: For the full length of the roadway within the City limits
- (11) Massey Ranch Road: For the full length of the roadway within the City limits
- (12) Cullen Boulevard: For the full length of the roadway within the City limits
- (13) Manvel Road/FM 1128: For the full length of the roadway within the City limits

(PD) PLANNED DEVELOPMENT DISTRICT

The purpose of an overlay planned development zoning district ("PD District") is to provide for the development of land as an integral unit for single or mixed use in accordance with a PD Design Plan that may include uses, regulations, and other requirements that vary from the provisions of other zoning districts. PD Districts are intended to implement generally the goals and objectives of the City's Comprehensive Plan. PD Districts are also intended to encourage flexible and creative planning, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to meet the current needs of the community, and to result in a higher quality development for the community than would result from the use of conventional zoning.



b. Zone Change Approval Process

The Unified Development Code and the Texas Local Government Code both provide a process for zone change requests.

Zoning changes follow the approval procedure as follows:

1. Meet with City Staff

Prior to submitting for a zone change application, the applicant should meet with the Planning Department to discuss the zone change process, zoning districts, and development options for the property.

2. Submittal of Application for a Change in Zoning

The applicant or property owner should submit all items as listed on the Zone Change Submittal Checklist and the Universal Application.

3. Review of Application by City Staff

The Planning Department will process the proposed zone change application. Staff may contact the applicant or owner for additional information during the review period as well as throughout the entire zone change process.

4. Notification of Public Hearing

Staff prepares a location map that identifies the subject property and all property owners within 200 feet of the subject property. Staff will notify the applicant of the date of the joint public hearing. The property owners within 200 feet of the subject property are sent a notice of public hearing by mail, indicating the location of the property and the requested zoning action, at least 10 days prior to the date of the joint public hearing. A legal notice is also sent to the local newspaper for publication.

5. Posting of Signs on Property for Zoning Notification

As required by ordinance, the applicant will be responsible for the posting of zoning notification signs on the property for which the change in zoning has been requested at least 10 days prior to the public hearing. See the specifics on the posting of zone change signs on a property, which are provided in the Zone Change Application packet.

6. Planning and Zoning Commission and City Council Joint Public Hearing

A public hearing is required by the State of Texas for all zone changes. The City of Pearland typically holds these meetings on the third Monday of each month. During the Joint Public Hearing, Staff presents a summary of the proposed zone change to the Commission and Council. Persons in support of the proposed request and persons in opposition to the proposed request may speak during the public hearing. No action will be taken during the joint public hearing. The applicant and/or property owner should be present at this meeting and be prepared to discuss the zone change as well as answer any questions that arise.

7. Planning and Zoning Commission Meeting



Immediately following the Joint Public Hearings (typically the same night), the Planning and Zoning Commission will hold a regular meeting to make recommendations on the proposed rezoning request to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A zone change that is recommended for denial by the Commission will still be scheduled for City Council consideration. It is important that the applicant and/or property owner be present at this meeting and be prepared to discuss the zone change and answer any questions that may arise.

8. City Council Meeting (first reading of ordinance)

The City Council considers the proposed rezoning request at their next scheduled meeting after the Planning and Zoning Commission meeting. The Council receives the recommendation of the Commission and may act on the first reading of the ordinance.

If the first reading of the ordinance is denied, the zone change is not scheduled for a second reading.

If the zone change was recommended for denial by the Commission, a super majority vote by the Council is required in order for the zone change to be approved.

9. City Council Meeting (second reading of ordinance)

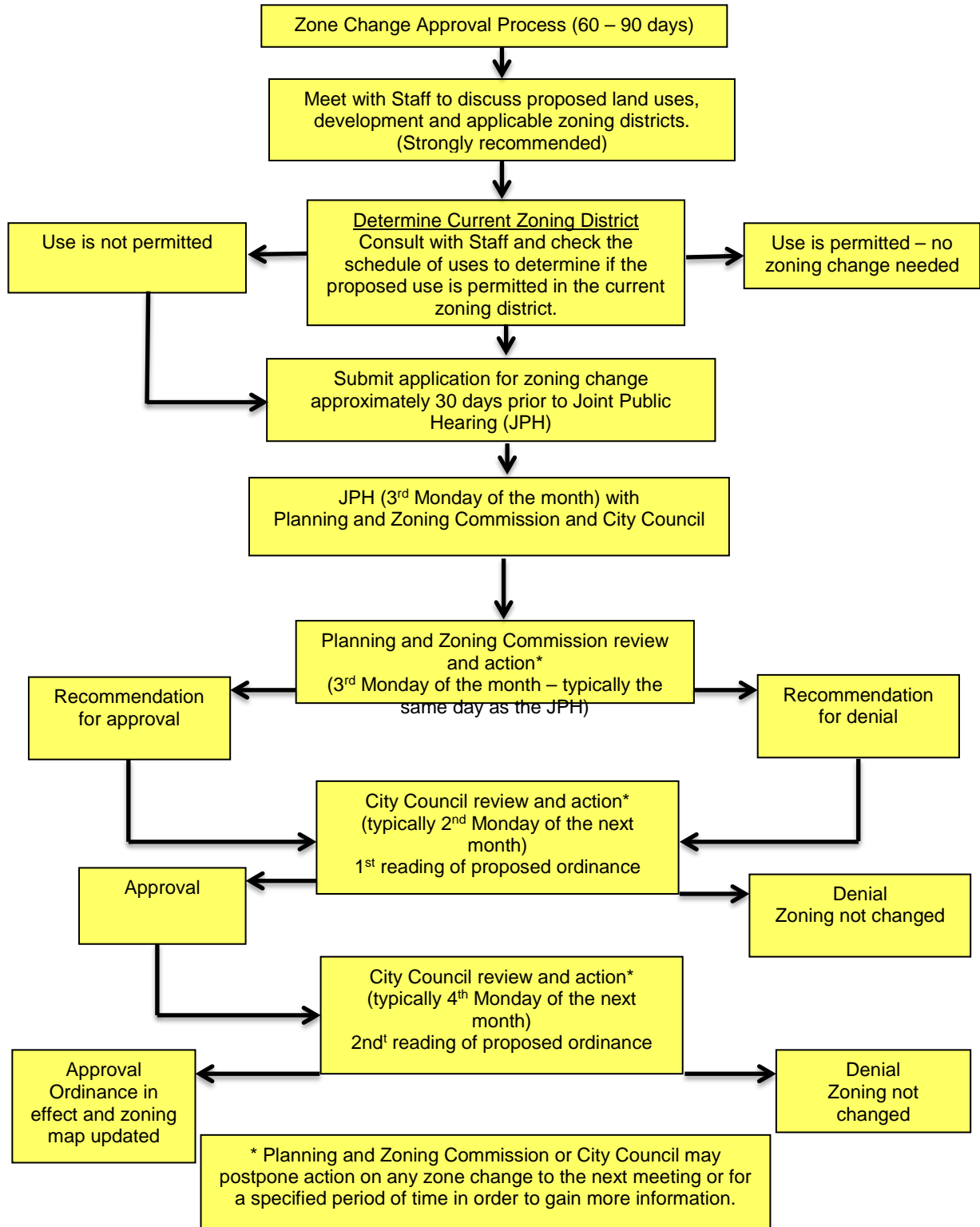
If the first reading of the ordinance is approved, the proposed zone change is placed on the agenda of the next scheduled meeting of the City Council. The zone change is not approved until the Council approves the ordinance on a second reading.

If the Council approves the rezoning request, the ordinance becomes effective after its publication. If the Council disapproves the rezoning request and indicates that it is disapproved with prejudice, the same request may not be resubmitted to the City for one year from the original date of disapproval. A different zoning request may be submitted for the same property at any time. However, if the original rezoning request is disapproved without prejudice, the request may be resubmitted at any time.

At any time during the process before approval, the applicant may withdraw the proposed zone change request and resubmit the request in a different or similar form. Such resubmittal shall follow the zone change process from the very beginning, including new fees.



c. Flowchart





d. **Criteria for Approval**

Each zone change is enacted as per the following criteria.

1. Whether the proposed zoning map amendment implements the policies of the adopted Comprehensive Plan, including the land use classification of the property on the Future Land Use Map and any incorporated sector plan maps;
2. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;
3. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other public services and utilities to the area;
4. And any other factors which will substantially affect the public health, safety, morals, or general welfare.

e. **Conditions for Approval**

A zone change cannot be approved with conditions.

f. **Expiration**

There is no expiration for a zone change.

g. **Checklist**

- Application and checklist filled out completely and signed by the owner of the property.
- If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf. **Section 1.2.1.1 (a) of the Unified Development Code (UDC).**
- Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
- Parcel map, printed from the City of Pearland website, indicating the location and boundaries of the subject property.
- Letter of Intent explaining the zone change request in detail, why the zoning is being requested to be changed, and the uses that are being proposed.
- Acknowledgement of the sign to be posted on the property ten (10) days prior to the public hearing.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- Application fee, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.



- 0 to less than 25 acres = \$1,000.00 plus \$25.00 per each type of zoning district requested
- 25 to less than 50 acres = \$1,025.00 plus \$25 per each type of zoning district requested
- 50 to less than 75 acres = \$1,050.00 plus \$25 per each type of zoning district requested
- 75 to less than 100 acres = \$1,075.00 plus \$25 per each type of zoning district requested
- 100 acres and above = \$1,100.00 plus \$25 per each type of zoning district requested

h. Posting of Notification Signs on Property Under Consideration for a Zone Change

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), or a variance shall be required to erect and maintain a sign(s), to be inspected by the City, upon the property for which a variance or zoning change has been requested.

Such sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.
2. So as to be clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. So as not to create a hazard to traffic on the public rights-of-way abutting the property.
4. On the subject property at least ten (10) days prior to the hearing of such zoning change request by the Planning and Zoning Commission, and to remain continuously on said property until final action by the City Council or withdrawal of the case by the applicant. Removal of the sign by the applicant prior to a recommendation by the Planning and Zoning Commission and/or a final decision by the City Council shall constitute a withdrawal of the request.
5. The signs shall be as follows:
 - A minimum sign size of two (2) feet by three (3) feet, but no larger than four (4) feet by four (4) feet
 - At least two (2) feet above the ground
 - Blue or black lettering that is a minimum of 3 inches by 1/2 inch, on a white background
 - Message content as follows:

PROPOSED ZONE CHANGE Contact City of Pearland 281.652.1765
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Signs must be professionally made; handwritten signs are not allowed.

Signs must be freestanding and cannot be attached to a tree, fence, or building.

i. Additional Information

- Upon making an application for a zone change, the applicant shall place sign(s) as required. The City shall inspect such sign(s) to ensure compliance as required by the UDC.
- After the zone change request is approved by the City Council, denied by the City Council, or withdrawn by the applicant, the applicant shall remove the sign from the area of the request within ten (10) days of such event.
- It shall be unlawful for anyone to remove, destroy, deface or obstruct the view of a sign which gives notice that a zoning change or conditional use permit has been requested.
- In the event the applicant fails to erect and/or maintain signs in accordance with this section, the public hearing before the Planning and Zoning Commission/City Council shall be postponed to a date in the future, which would allow time for compliance.
- The erection of any sign required by this section shall not require a permit under Section 4.1.2.6 of this UDC.
- The owner or applicant shall promptly notify the Planning Department of any sign required by this section, which becomes lost, stolen or vandalized. The Planning and Zoning Commission shall have the power to decide whether or not there has been substantial compliance with the posting requirements in the case of lost, stolen or vandalized signs.



6. CONDITIONAL USE PERMIT (CUP)

a. Introduction

The purpose of a Conditional Use Permit (CUP) is to allow the establishment of uses which may be suitable only in certain locations in a zoning district or only when subject to standards and conditions that assure compatibility with adjoining uses. Conditional uses are those uses which are generally compatible with the permitted land uses in a given zoning district but require individual review and approval by City Council. The review may include analysis of proposed location, design and configuration, and result in conditions of approval in order to ensure the appropriateness of the use at a particular location, under particular circumstances. Only those uses enumerated as conditional uses in a particular zoning district (Chapter 2, Land Use Matrix, UDC), or those nonconforming uses which are damaged or destroyed, and which are permitted to be reestablished under the Unified Development Code, shall be authorized as conditional uses. The CUP application must be accompanied by a Site Plan.

Upon submittal of a CUP Application, the Planning Department will schedule a Joint Special Meeting before the Planning and Zoning Commission and the City Council. The Planning and Zoning Commission and City Council shall jointly conduct a meeting to discuss the application. The City Council shall be the final decision maker regarding whether to approve, approve with conditions or modifications, or deny the permit.

b. Approval Process

Conditional Use Permits follow the approval procedure as follows:

1. Meet with City Staff

Prior to submitting for a CUP, it is recommended that the applicant meet with the Planning Department to discuss the process, zoning, conditional use permits, and development of the property.

2. Submittal of the Application for a CUP

The applicant or property owner submits all items as listed on the CUP Checklist.

3. Review of Application by City Staff

The Planning Department will process the proposed CUP application. Staff may contact the applicant or owner for additional information during the review period as well as throughout the entire CUP process.

4. Notification of Public Hearing

Staff prepares a location map that identifies the subject property and all property owners within 200 feet of the subject property. Staff will notify the applicant of the date of the joint public hearing. The property owners within 200 feet of the subject property are sent a notice of public hearing by mail, indicating the location of the property and the requested CUP action, at least 10 days prior to the date of the joint



public hearing. A legal notice is also sent to the local newspaper for publication.

5. Posting of Signs on Property for Zoning Notification

As required by ordinance, the applicant will be responsible for the posting of CUP notification signs on the property for which the CUP has been requested at least 10 days prior to the public hearing. See the specifics on the posting of signs on a property, which are provided in the Conditional Use Permit application packet.

6. Planning and Zoning Commission and City Council Joint Special Meeting

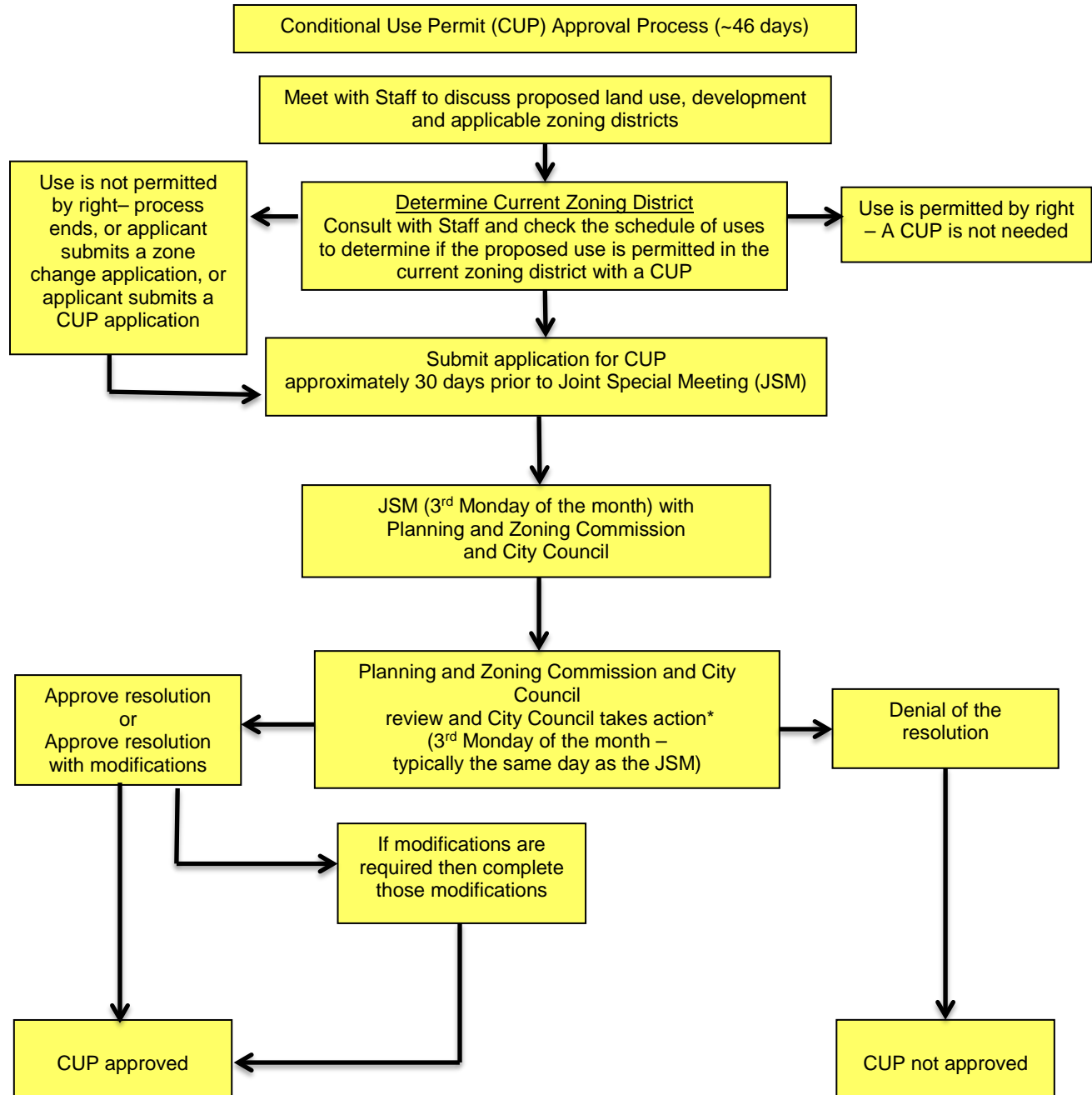
A public meeting and hearing is required by the State of Texas for all CUP applications. The City of Pearland typically holds these meetings on the third Monday of each month. During the Joint Special Meeting, Staff presents a summary of the proposed CUP to the Commission and Council. Persons in support of the proposed request and persons in opposition to the proposed request may speak during the public meeting. Action will be taken during the Joint Special Meeting. The City Council shall be the final decision maker regarding whether to approve, approve with conditions or modifications, or deny the permit.

The applicant and/or property owner should be present at this meeting and be prepared to discuss the Conditional Use Permit as well as answer any questions that arise.

At any time during the process before approval, the applicant may withdraw the proposed CUP request and resubmit the request in a different or similar form. Such resubmittal shall follow the CUP process from the very beginning, including new fees.



c. Flow Chart



* City Council may postpone action on any CUP to the next meeting or for a specified period of time in order to gain more information.



d. Criteria for Approval

When considering an application for a CUP, the Planning and Zoning Commission and City Council shall evaluate the impact of the proposed conditional use on and its compatibility with surrounding properties and residential areas to ensure the appropriateness of the use at the particular location, and shall consider the extent to which:

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Plan;
2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
3. The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods;
4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets;
6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties; and
7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.

e. Conditions for Approval

The Planning and Zoning Commission and City Council may require such modifications in the proposed use and attach such conditions to the Conditional Use Permit as they deem necessary to mitigate adverse effects of the proposed use in accordance with the UDC. Conditions and modifications may include but are not limited to:

1. Limitation of building size or height
2. Limitations on impervious surfaces
3. Increased open space
4. Enhanced loading and parking requirements
5. Additional landscaping



6. Curbing, sidewalk, vehicular access, and/or parking improvements
7. Placement or orientation of buildings and entryways, buffer yards, landscaping and screening
8. Signage restrictions
9. Design and maintenance of buildings and outdoor areas
10. Duration of the permit
11. Hours of operation

f. Abandonment, Expiration and Revocation

- (a) **Abandonment.** A Conditional Use once established, that remains vacant for a continuous period of six (6) months, shall be deemed abandoned, and shall not thereafter be re-established except upon approval of a new application for a Conditional Use Permit. In determining whether a conditional use has been abandoned, the City shall apply the standards applicable to abandonment of a non-conforming use in Section 2.7.3.6 of this Code.
- (b) **Time of Expiration.** A Conditional Use Permit shall expire if:
 - (1) A building permit, if any, for the use has not been approved within one year of the date of approval of the Conditional Use Permit;
 - (2) The building permit subsequently expires;
 - (3) The use has been discontinued for a period exceeding six months; or
 - (4) A termination date attached to the permit has passed.
- (c) **Extension.** City Council may, upon submittal of an application and without the requirement of a hearing under Section 2.2.3.3 extend this time frame by up to one additional year from the date of approval of the Conditional Use Permit.
- (d) **Revocation.** The City Council may revoke any Conditional Use Permit that is in violation of any condition imposed on the use in accordance with the procedures of Article 7 of this Chapter 2.

g. Transfer of Use

Conditional Use Permits shall continue to be effective upon the sale of a business to a new owner, provided the new owner continues operations with the same Conditional Use. In the event an approved Conditional Use is changed through operations or with the sale of a business, the Conditional Use Permit may be subject to termination or modification. In such instances, staff shall determine whether the new use is substantially similar to the approved CUP, or whether a new application shall be required.



h. Checklist

- Application and checklist filled out completely and signed by the owner of the property.
- If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf. **Section 1.2.1.1 (a) of the Unified Development Code (UDC).**
- Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
- Parcel map, printed from the City of Pearland website, indicating the location and boundaries of the subject property.
- Letter of Intent explaining the Conditional Use Permit request in detail, specifying:
 - Proposed uses: _____
 - Specific operations of the use: _____
 - Square footage of buildings/lot sizes _____
 - Unique characteristics of the property _____
 - Other necessary information (list here) _____
- Proposed Site plan showing the following:
 - Layout of the subject property _____
 - Buildings _____
 - Parking _____
 - Landscaping _____
 - Detention ponds _____
 - Fence _____
 - Development phases
Plans for future expansion _____
 - Other relevant information (list here) _____
- Acknowledgement of the sign to be posted on the property ten (10) days prior to the public hearing.
- Application fee, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.



Additional Application Requirements for Telecommunications Towers, Antennas, and Shared Use on Existing Towers and Alternate Structures per Section 2.5.5.2 of the Unified Development Code

- An inventory of the applicant's existing towers that are either within the City or within one mile of the corporate limits specifying:
 - Location
 - Height
 - Design

Note: This information may be shared by the Planning Department with other applicants.

- Site plan to scale specifying:
 - Location of tower(s)
 - Transmission building and other accessory uses
 - Street access
 - Parking
 - Fences
 - Landscaped areas
 - Adjacent land uses
- A report from a professional structural engineer licensed in the state of Texas documenting:
 - Tower and design, with a cross-section of the structure
 - Total anticipated capacity of the structure, including the number and types of antennas which can be accommodated
- Letter of Intent to lease excess space on the tower and to lease additional excess land on the tower site when the shared use potential of the tower is absorbed, if structurally and technically possible.

Each applicant must make good faith effort to substantially demonstrate that no existing towers could accommodate the applicant's proposed antenna by doing the following:

- Contact the owners of all existing towers of a height roughly equal to or greater than the height of the tower proposed by the applicant.
 - A list must be provided of all owners contacted, the date of the contact, and the form and content of the contact.
 - Where an existing tower is known to have capacity for additional antennas of the sort proposed, that application for a new tower is not complete until the owner of the existing tower responds, unless the



applicant submits sufficient information for the Planning Department to determine that all reasonable efforts to obtain a response have been made and further efforts would be futile.

- Request the following information from each tower owner contacted:
 - Identification of the site by location, existing uses, and tower height.
 - Whether each tower could structurally accommodate the antenna proposed by the applicant without requiring structural changes be made to the tower. To enable the owner to respond, the applicant must provide each owner with the height, length, weight, and other relevant data about the proposed antenna.
 - Whether each tower could structurally accommodate the proposed antenna if structural changes were made, not including totally rebuilding the tower. If so, the owner must specify in general terms what structural changes would be required.
 - If structurally able, would a shared use by the existing tower be precluded for reasons related to RF interference? If so, the owner must describe in general terms what changes in either the existing or proposed antenna would be required to accommodate the proposed tower, if at all.
 - Any other information which may be requested by the Planning Department to fully evaluate and review the application and the potential impact of a proposed tower or antenna.

i. Posting of Notification Signs on Property Under Consideration for a Conditional Use Permit (CUP)

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), or a variance shall be required to erect and maintain a sign(s), to be inspected by the City, upon the property for which a variance or zoning change has been requested.

Such sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.
2. So as to be clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. So as not to create a hazard to traffic on the public rights-of-way abutting the property.
4. On the subject property at least ten (10) days prior to the hearing of such zoning change request by the Planning and Zoning Commission, and to remain continuously on said property until final action by the City Council or withdrawal of



the case by the applicant. Removal of the sign by the applicant prior to a recommendation by the Planning and Zoning Commission and/or a final decision by the City Council shall constitute a withdrawal of the request.

5. The signs shall be as follows:

- A minimum sign size of two (2) feet by three (3) feet, but no larger than four (4) feet by four (4) feet
- At least two (2) feet above the ground
- Blue or black lettering that is a minimum of 3 inches by ½ inch, on a white background
- Message content as follows:

PROPOSED CUP
Contact City of Pearland
www.pearlandtx.gov/planning
281.652.1765

Signs must be professionally made; handwritten signs are not allowed.

Signs must be freestanding and cannot be attached to a tree, fence, or building.

j. Additional Information

- Upon making an application for a conditional use permit, the applicant shall place sign(s) as required. The City shall inspect such sign(s) to ensure compliance as required by the UDC.
- After the conditional use permit request is approved by the City Council, denied by the City Council, or withdrawn by the applicant, the applicant shall remove the sign from the area of the request within ten (10) days of such event.
- It shall be unlawful for anyone to remove, destroy, deface or obstruct the view of a sign which gives notice that a zoning change or conditional use permit has been requested.
- In the event the applicant fails to erect and/or maintain signs in accordance with this section, the public hearing before the Planning and Zoning Commission/City Council shall be postponed to a date in the future, which would allow time for compliance.
- The erection of any sign required by this section shall not require a permit under Section 4.1.2.6 of this UDC.
- The owner or applicant shall promptly notify the Planning Department of any sign required by this section, which becomes lost, stolen or vandalized. The Planning and Zoning Commission shall have the power to decide whether or not there has



been substantial compliance with the posting requirements in the case of lost, stolen or vandalized signs.



7. PLANNED DEVELOPMENT DISTRICTS (PD)

a. Introduction

The purpose of an overlay Planned Development zoning district (PD) is to provide for the development of land as an integral unit for single or mixed use in accordance with a PD Design Plan that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD Districts are intended to implement generally the goals and objectives of the City's Comprehensive Plan. PD Districts are also intended to encourage flexible and creative planning and property development, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to meet the current needs of the community, and to result in a higher quality development for the community than would result from the use of conventional zoning districts.

A PD also requires a joint workshop with the Planning and Zoning Commission and the City Council, in order to introduce the proposed PD to both bodies, and to have them provide preliminary feedback to the applicant and property owner. The joint workshop shall occur prior to the public hearing. If you are interested in proposing a PD, please let the Planning Department know as soon as possible, in order to provide you with a schedule for the joint workshop and then the joint public hearing.

A PD District may only be established in one of the following circumstances:

1. The land is located in close proximity to established residential neighborhoods where conventional zoning classifications may not adequately address neighborhood regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer or the City to develop and implement mutually-agreed, enforceable development standards;
2. The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;
3. The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
4. The land consists of Old Townsite and/or other older sections of Pearland that are proposed for redevelopment or infill development, and special design considerations are deemed desirable;
5. The land serves as transition between different and seemingly incompatible land uses;
6. The land is proposed for development as a major office, retail, commercial or industrial employment center, and special design standards may be warranted;
7. The land is of such a character that it is in the community's best interest to encourage high quality development through flexible development standards to



further the goals and objectives of the City's Comprehensive Plan; and

8. The land consists of unusually configured parcels that cannot be developed efficiently under the base district standards.

Each PD District shall be established as an overlay zoning district that combines with one or more base zoning districts. Development in a PD district must be consistent with a Design Plan that is incorporated as part of the district by the adopting ordinance for the PD.

No PD district shall be established for a gross contiguous area less than the following:

1. Single-family detached, attached and duplex uses: five (5) acres;
2. Multiple-family uses: five (5) acres;
3. Non-residential uses: three (3) acres;
4. Mixed residential and nonresidential uses: three (3) acres.

The density for any residential use within a PD shall not exceed the maximum density allowed in the base zoning district.

b. Approval Process

The Unified Development Code and the Texas Local Government Code both provide a process for Planned Development requests.

Planned Development Districts follow the approval procedure as follows:

1. Meet with City Staff

Prior to submitting for a Planned Development application, the applicant should meet with the Planning Department to discuss the planned development process, zoning districts, and development options for the property. All concerns and items discussed need to be addressed before an application is made for the Joint Public Hearing.

2. Submittal of the Application for a Joint Workshop

The applicant or property owner should submit all items as listed on the Planned Development Submittal Checklist in addition to the PD Workshop Application.

3. Submittal of the Application for a Planned Development

The applicant or property owner should submit all items as listed on the Planned Development Submittal Checklist along with the Universal Application.

4. Review of Application by City Staff

The Planning Department will process the proposed planned development application. Staff may contact the applicant or owner for additional information during the review period as well as throughout the entire planned development process.



5. Notification of Public Hearing

Staff prepares a location map that identifies the subject property and all property owners within 200 feet of the subject property. Staff will notify the applicant of the date of the joint public hearing. The property owners within 200 feet of the subject property are sent a notice of public hearing by mail, indicating the location of the property and the requested action, at least 10 days prior to the date of the joint public hearing. A legal notice is also sent to the local newspaper for publication.

6. Posting of Signs on Property for Zoning Notification

As required by ordinance, the applicant will be responsible for the posting of planned development notification signs on the property for which the change in zoning has been requested at least 10 days prior to the public hearing. See the specifics on the posting of signs on a property, which are provided.

7. Planning and Zoning Commission and City Council Joint Public Hearing

A public hearing is required by the State of Texas for all zone changes. The City of Pearland typically holds these meetings on the third Monday of each month. During the Joint Public Hearing, Staff presents a summary of the proposed CUP to the Commission and Council. Persons in support of the proposed request and persons in opposition to the proposed request may speak during the public hearing. No action will be taken during the joint public hearing.

The applicant and/or property owner should be present at this meeting and be prepared to discuss the planned development as well as answer any questions that arise.

8. Planning and Zoning Commission Meeting

Immediately following the Joint Public Hearing (typically the same night), the Planning and Zoning Commission will hold a regular meeting to make recommendations on the proposed Planned Development request to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A Planned Development that is recommended for denial by the Commission will still be scheduled for City Council consideration. It is important that the applicant and/or property owner be present at this meeting and be prepared to discuss the zone change and answer any questions that may arise.

9. City Council Meeting (first reading of ordinance)

The City Council considers the proposed request at their next scheduled meeting after the Planning and Zoning Commission meeting. The Council receives the recommendation of the Commission and may act on the first reading of the ordinance. All conditions of approval of the Planning and Zoning Commission and City Council need to be addressed in the PD document attached to the ordinance.

If the first reading of the ordinance is denied, the Planned Development is not scheduled for a second reading.



If the Planned Development was recommended for denial by the Commission, a super majority vote by the Council is required in order for the PD to be approved.

10. City Council Meeting (second reading of ordinance)

If the first reading of the ordinance is approved, the proposed PD is placed on the agenda of the next scheduled meeting of the City Council. Any changes need to be incorporated in the final PD document before it is placed on the second reading agenda. The PD is not approved until the Council approves the ordinance on a second reading.

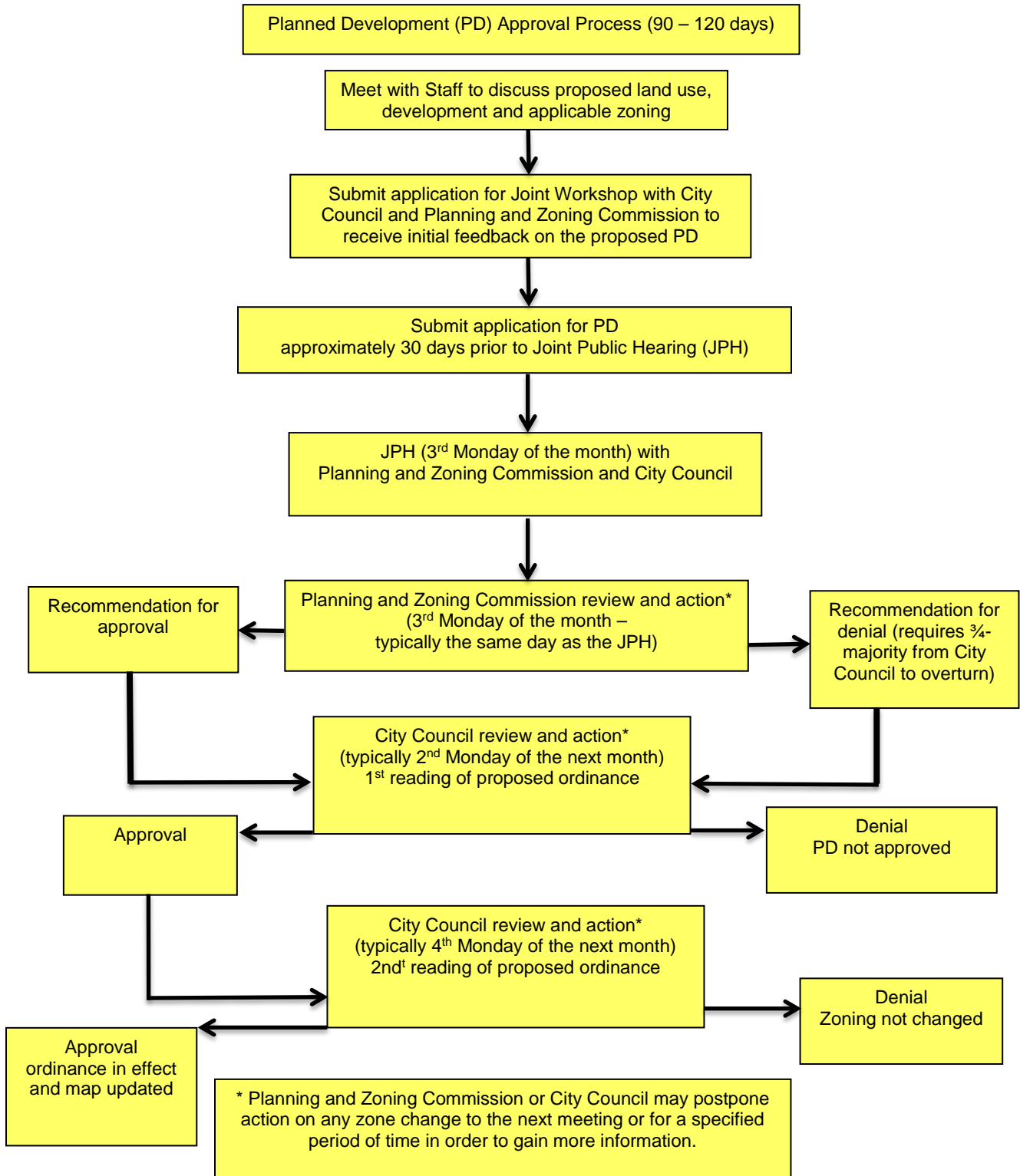
If the Council approves the request, the ordinance becomes effective after its publication.

If the Council disapproves the request and indicates that it is disapproved with prejudice, the same request may not be resubmitted to the City for one year from the original date of disapproval. A different zoning request may be submitted for the same property at any time. However, if the original rezoning request is disapproved without prejudice, the request may be resubmitted at any time.

At any time during the process before approval, the applicant may withdraw the proposed request and resubmit the request in a different or similar form. Such resubmittal shall follow the PD process from the very beginning, including new fees.



c. Flow Chart





d. Criteria for Approval

The following criteria will be used by the City in deciding whether to approve, approve with modifications, or deny a petition for a PD district:

1. The extent to which the land covered by the proposed PD district fits one or more of the special circumstances in warranting a PD district classification.
2. The extent to which the proposed PD district furthers the policies of the City's adopted Comprehensive Plan (as amended) and other formally adopted City planning documents, such as the Parks Plan.
3. The extent to which the proposed PD district will result in a superior development that could not be achieved through conventional zoning classifications.
4. The extent to which the proposed PD district will resolve or mitigate any compatibility issues with surrounding development.
5. The extent to which proposed uses and the configuration of uses depicted in the Design Plan are compatible with existing and planned adjoining uses;
6. The extent to which the proposed development is consistent with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and
7. The extent to which the proposed open space and recreational amenities within the development provide a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.

e. Conditions for Approval

The City Council may establish conditions to the PD District regulations and Design Plan as are necessary to assure that the purpose of the PD district is implemented. The PD Document attached to the ordinance presented at the first reading of the ordinance shall reflect all changes and recommendations made by the Planning and Zoning Commission and City Council.

f. Expiration

In a PD district, progress toward development of the Design Plan shall occur within the following time periods:

1. An application for approval of a Site Development Plan, subdivision plat or site plan, as may be required, shall be submitted for approval within two years of the date of establishment of the PD District, unless otherwise provided in the adopting ordinance. If a Site Development Plan for all or a phase of the development depicted in the Design Plan is not submitted within such period, the authority to submit such development and all subsequent site development plans or required permits for the PD district shall be suspended.



2. If the land within the PD district is to be developed in phases, a Site Development Plan or other development application shall be submitted for the next phase within two (2) years from approval of a Site Development Plan or other development application for the preceding phase, or as otherwise provided in the phasing schedule for the PD district. If a subsequent Site Development Plan or other development application is not submitted within such period, the authority to submit such Site Development Plan application for that portion of the property and any subsequent site development plans or other development applications for the PD district shall be suspended.
3. Expiration of an approved Site Development Plan or other development application shall result in suspension of the authority to submit a new Site Development Plan or other development application for that portion of the property and for subsequent phases of development within the district for which a Site Development Plan or other development application has not been approved.
4. An approved Site Development Plan shall expire if a preliminary plat application for single-family residential projects, or a site plan for any other project, is not approved within two years of the date of approval of the Site Development Plan.
5. Expiration of the approved preliminary plat or site plan subsequently shall result in expiration of the associated Site Development Plan. If the preliminary plat or site plan is reinstated, the Site Development Plan shall be deemed to be reinstated as well.

g. Checklist

The purpose of Planned Development District is to provide for the development of land as an integral unit for single or mixed use in accordance with a Planned Development Design Plan that may include uses, regulations, and other requirements that vary from the provisions of other zoning districts. Planned Development Districts are intended to implement the goals and objectives of the City's Comprehensive Plan. These Districts are also intended to encourage flexible and creative planning and property development, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to meet the current needs of the community, and to result in a **higher quality development for the community than would result from the use of conventional zoning districts.**

Please note that this checklist is intended to assist applicants, design professionals and developers in the preparation of submittals for review by the Development Review Committee, and is generally what is required to facilitate to review of the proposed **Planned Development**. Submittal of a complete application will facilitate a timely review. Please note that incomplete applications may delay the Planning and Zoning Commission meeting date.

Joint Workshop required. Before the joint public hearing (required by Section 2.2.1.3.) is held for a new PD application, a joint workshop before the City Council and the Planning and Zoning Commission must be held to discuss said application.

The following items are to be submitted with the application:

- Universal Application and Checklist filled out completely and signed by the owner of the property to be considered for a Planned Development.



-
- If the applicant is the designated agent, the application shall include an “Owner Authorization Letter,” authorizing the agent to file the application on his behalf.
Section 1.2.1.1 (a) of the Unified Development Code (UDC).
 - A deed or contract on the property or similar document indicating ownership.
 - Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
 - Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
 - Parcel map, printed from the City of Pearland website, clearly indicating the location and boundaries of the subject property.
 - PD documents submitted in electronic format (email, USB drive, etc.).
 - Acknowledgement of the sign to be posted on the property 10 days prior to the public hearing.
 - Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
 - Application fee, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City’s webpage www.pearlandtx.gov for updated fees.

PD Document Materials Required:

- PD Document (text), explaining the Planned Development request in detail, following the PD format template attached to the checklist.
- Design Plan (See the PD template for further details.)
- Landscape Plan (See the PD template for further details.)
- Amenity Plan (See the PD template for further details.)
- Fencing Plan, if applicable (See the PD template for further details.)
- Signage Plan, if applicable (See the PD template for further details.)

Note: Additional information as it pertains to the request may be required. Staff will discuss any additional information deemed appropriate and necessary to process the application.



PD Template

The PD document should be prepared by the applicant and submitted to the City according to the following outline. There is a text component of the PD as well as required exhibits.

A. Introduction

1. Description of the Subject Property

Briefly describe the current area – vacant, existing structures, landforms, surrounding area, major thoroughfares, adjacent streets, etc.

2. Description of Proposed Development

Describe the proposed development – general activity (residential, professional offices, commercial, industrial and specific activities as to retail stores, restaurant, medical offices, pipe manufacturer, etc.)

3. Describe the Area

Describe the area of land in acreage by way of a survey, site plan, and/or legal description.

4. Purpose Statement

A statement as to the purpose and intent of the PD district established therein.

5. Comprehensive Plan

Describe how the PD implements the goals and objectives of the City's Comprehensive Plan.

6. Applicability

A PD may only be established in one (1) or more of eight (8) circumstances, as described within Section 2.2.2.1 (b) of the UDC. Describe in detail how the PD meets the criteria.

B. Zoning and Land Use

1. Describe the existing zoning districts and the boundaries of said districts.

Generally describe the location of the various districts. Use zoning districts from the UDC, and refer to locations on the Design Plan.

2. Describe the base zoning district(s) to be overlaid, together with the boundaries of the district(s), and describe the areas in acreage of each different district.

3. The general standards applicable to development within the district, with or without reference to the base district, including but not limited to: density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, accessory buildings, signs, lighting, project phasing or scheduling, management associations, and



such other requirements as the City Council may deem necessary in order to implement the Comprehensive Plan, and the purposes of the PD District.

- Provide a land use summary table outlining the percent of use in each zoning classification. Include detention and major thoroughfares as separate items. Discuss possible variations from percentages in table and amount of variance requesting, if any.
- Land Use Summary Table

Use	Acres	Percentage of Total Acres	Zoning District
Single Family			
Multiple Family			
Parkland to be Dedicated to the City			
Common Spaces/Trails/Recreation to be Maintained by HOA			
Detention			
Thoroughfares/ROW			
Internal Streets/Vehicular Circulation			
Others			

- For residential uses, provide lot width category and the corresponding zoning in a table.

Zone	Lot Area	Lot Width	Number of Lots

- For residential (single or multi-family) uses, provide density by classification of zoning districts in PD and overall for residential section, and the PD as a whole. Discuss any possible variation as development may occur.

Density Calculation for Residential

- Overall Gross Residential Density – The number of units/overall gross area of land dedicated for residential use.
- Net Residential Density – The number of units/net acres of land dedication for residential. (See definition in the UDC.)



location of such uses, the residential densities or other measurements of development intensity associated with base districts or phases of the development in conformance with the approved Design Plan.

C. Design Standards Applicable to the Development

1. Signage, Landscaping, Fencing, Parking, Screening, Trees, etc. Be sure to carefully consider all relevant regulations pertaining to the various land use requirement, and if necessary address them in PD. These may be addressed with specific separate plans or as part of the Design Plan. State that these items are as per the UDC, or list variations.
2. Refer to Design Plan and describe which aspects of plan are precise and which are general. (Generally, unless requested, do not show items on the Design Plan unless you are willing to accept them as concrete or fairly specific. Unless clearly marked as general and described as such, anything in the Design Plan will be considered to be part of the plan as shown.)
3. A specific list of deviations from standards in the base zoning district(s), together with any standards in the ordinance which are to be varied for development within the PD district.

Deviations	
Current Regulations	Proposed Regulations

4. Add a note that all requirements of the Unified Development Code will be met, unless specifically mentioned in this Planned Development.

D. Required Dedications of Land or Public Improvements

E. Phasing Schedule

Where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development.

F. Exhibits

All exhibits should be labeled alphabetically and referred to within the appropriate section above as text within the PD document and all exhibits, including the Design Plan, shall be included at the end of the document and shall be drawn on a sheet size of 24 inches by 36 inches and shall be drawn to a scale no smaller than 1 inch = 60 feet.



1. Design Plan

No PD may be established without approval of a design Plan that illustrates the items listed below. The Design Plan shall be incorporated as a component part of the PD district regulations and shall be construed in conjunction with the authorized uses and development standards set forth in such regulations. If the Design Plan appears too cluttered or difficult to read due to size or amount of information, separate plans may be required to indicate a clearer vision of the proposed PD. Each plan shall be marked and identified as an Exhibit.

Drawings and details within the document (such as survey, aerial maps, and building elevations) should be submitted as part of the Design Plan.

- Proposed location and arrangement of uses
- Development phasing boundaries
- Existing physical features of the site
- Location of existing and proposed public features
- Access, thoroughfares, alleys, easements and lot lines (existing and proposed)
- Preliminary lot arrangements
- Proposed densities
- Proposed fencing/screening
- Building heights and locations
- Parking areas and rations
- Fire lanes

2. Landscape/Open Space Plan

Differentiate between proposed landscaping and open space. Keep the following in mind:

- Typically, a minimum of 20 percent of the gross land area within the entire PD is dedicated to open space, consistent with the requirements of the UDC. Open space is in addition to landscaping and buffering requirements.
- Detention/retention facilities may be counted as open space when incorporated into the development as an amenity, such as a pond or lake.
- Open space includes private parks, play plazas, and other recreational uses. Open space does not include easements, public parks, or landscaping within setbacks.
- Parkland includes recreational areas, playgrounds, etc., that is publicly owned and maintained and open to the general public



without memberships, affiliations, etc.

- Percent of gross landscaped area
- Percent of open space
- Indicate existing trees to remain
- Identify individual tree symbols and a legend on the plan
- Provide “Landscape Summary Table” to indicate species, quantity and size of trees

	Type	Caliper Inches	Quantity	Location
Street Trees				
Ornamental Trees				
Shrubs				
Buffer				
Other				

3. Amenity Plan

PDs are intended to result in a higher quality development for the community than would result from the use of conventional zoning districts. This can be achieved through a high quality amenity package.

Provide specific and detailed information regarding each proposed amenity, including the location, materials, etc. Amenities should be prominent and easily accessible to the entire development. Examples include the following:

- Combination of façade materials – brick, masonry, stucco
- Unified theme and enhanced site elements such as lighting and street furniture
- Paved crosswalks at entrances to enhance pedestrian connectivity, especially along trails.
- Passive recreation (i.e., gazebos, fountains, and common areas)
- Active recreation (i.e. basketball courts, clubhouse, tennis courts, tot lots, pocket parks)
- Enhanced signage with a brick/stone base and foundation landscaping
- Enhanced fencing, including masonry subdivision perimeter fence (not otherwise required by code), including materials, height, etc.



-
- Water features (i.e. fountains)
 - Enhanced subdivision entry feature
 - Flower bowls/boxes
 - Heavily wooded common area
 - Neighborhood art
 - Decorative street signs
 - Preservation of natural features
 - Multi-purpose trail, including width, acres/miles, location, etc.
 - Amenitized detention
 - Seating node
 - Picnic tables with grills
 - Other furniture
 - Exercise stations
 - Sports field
 - Play structure
 - Community center
 - Club house
 - Pool
 - Other amenities proposed by applicant

4. Phasing Plan

If the development is proposed to be phases a development phasing plan is required that identifies the general sequence of phasing, including how residential and non-residential uses, infrastructure (public and private), landscaping/open space, and amenities will be provided and timed.



h. Posting of Notification Signs on Property Under Consideration for a Planned Development (PD)

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), or a variance shall be required to erect and maintain a sign(s), to be inspected by the City, upon the property for which a variance or zoning change has been requested.

Such sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.
2. So as to be clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. So as not to create a hazard to traffic on the public rights-of-way abutting the property.
4. On the subject property at least ten (10) days prior to the hearing of such zoning change request by the Planning and Zoning Commission, and to remain continuously on said property until final action by the City Council or withdrawal of the case by the applicant. Removal of the sign by the applicant prior to a recommendation by the Planning and Zoning Commission and/or a final decision by the City Council shall constitute a withdrawal of the request.
5. The signs shall be as follows:
 - A minimum sign size of two (2) feet by three (3) feet, but no larger than four (4) feet by four (4) feet
 - At least two (2) feet above the ground
 - Blue or black lettering that is a minimum of 3 inches by ½ inch, on a white background.
 - Message content as follows:

PROPOSED PLANNED DEVELOPMENT
Contact City of Pearland
281.652.1765

Signs must be professionally made; handwritten signs are not allowed.

Signs must be freestanding and cannot be attached to a tree, fence, or building.



i. **Additional Information**

No PD district may be established without approval of a Design Plan that illustrates the proposed location and arrangement of uses, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Detailed requirements for the contents of a Design Plan are as prescribed on the application form.

Residential PD Design Plan: A Design Plan for a development comprised of single-family or two-family (duplex) dwellings on individually platted lots shall show general uses, the topography and boundaries of the PD areas, existing physical features of the site, location of existing or proposed public facilities, phasing of the development, access, thoroughfares, alleys (if proposed), preliminary lot arrangements, proposed densities, proposed screening/fencing, landscaped or private amenity areas, project scheduling, and other pertinent development data.

Nonresidential or Multiple-Family PD Design Plan: A Design Plan for any nonresidential, multi-family, single-family attached, or manufactured (mobile) home development shall clearly show all pertinent aspects of the type and nature of the proposed development. The Design Plan shall show the types of use(s) proposed; access, topography and boundaries of the PD area; existing physical features of the site; existing and proposed streets, alleys, easements and lot lines; location of existing or proposed public facilities; building heights and locations; parking areas and ratios; fire lanes; screening/fencing and landscaped areas; conceptual project phasing and scheduling; and other pertinent development data to adequately describe the proposed development.

8. CLUSTER DEVELOPMENT PLAN

a. Introduction

A Cluster Development Plan (CDP) is a practice of “Low Impact Development” that allows for the concentration of single family homes on a portion of the site, while leaving the remainder of the site for common, shared, usable open space, recreation and/or agriculture for the enjoyment of residents. A CDP generally groups single-family homes closer together on smaller parcels of land and redefines traditional subdivision regulations such as road frontages, lot sizes, and setback requirements.

The purpose of a CDP shall be to authorize the use of residential density standards in substitution for minimum lot size standards for residential uses. A CDP shall be required inside the City limits whenever the property owner seeks authorization to have subsequent development applications reviewed under residential density standards in lieu of minimum lot size standards.

Approval of an application for a CDP must be obtained before an application for a subdivision plat covering any property that was included in the Cluster Development Plan may be submitted.

The application for a CDP may be accompanied by an application for approval of a master subdivision plat or a preliminary subdivision plat. The application for the CDP shall be decided first.

For a CDP, the applicant must submit a General Layout Plan and an Amenities Plan. The Planning and Zoning Commission shall approve, conditionally approve, or deny a CDP.



Example of a “Traditional Development” verses a “Cluster Development.”

The following factors shall be considered in taking action on the CDP application. Additionally, the applicant for a CDP must submit a detailed letter explaining how the CDP satisfies the below criteria:

1. Cluster Development Plan meets the standards for residential density as in relation to each zoning district.



**Gross Density for Residential Areas of Dwelling Units per Acre
Permitted in Cluster Development by Base Zoning District**

<u>Zoning District</u>	<u>Average Net Density</u>
RE	1.3
SR-15	1.9
SR-12	2.3
R-1	3.2
R-2	4.0
R-3	4.7
R-4	5.6
Townhome	9.4

The above densities are based on gross density for residential areas as defined in Chapter 5 of the UDC.

2. The CDP is consistent with other zoning district regulations except minimum lot size, width, and depth.
3. The CDP contains sufficient buffering to assure compatibility with adjacent uses and the character of the neighborhood.
4. The CDP provides open space or amenities to the development that could not be achieved through application of minimum lot size standards. Open space and amenities do not include any land dedicated to the City under the parkland dedication requirement.

b. Approval Process

The Unified Development Code provides a process for the CDP process.

Cluster Development Plans follow the approval procedure as follows:

1. Meet with City Staff

Prior to submitting for a CDP, the applicant should meet with the Planning Department to discuss the planned development process, zoning districts, and development options for the property.

2. Submittal of the Application for a CDP

The applicant or property owner should submit all items as listed on the Cluster Development Plan Submittal Checklist provided with the Universal Application.

3. Review of Application by City Staff

The Planning Department will process the proposed CDP application. Staff may contact the applicant or owner for additional information during the review period as

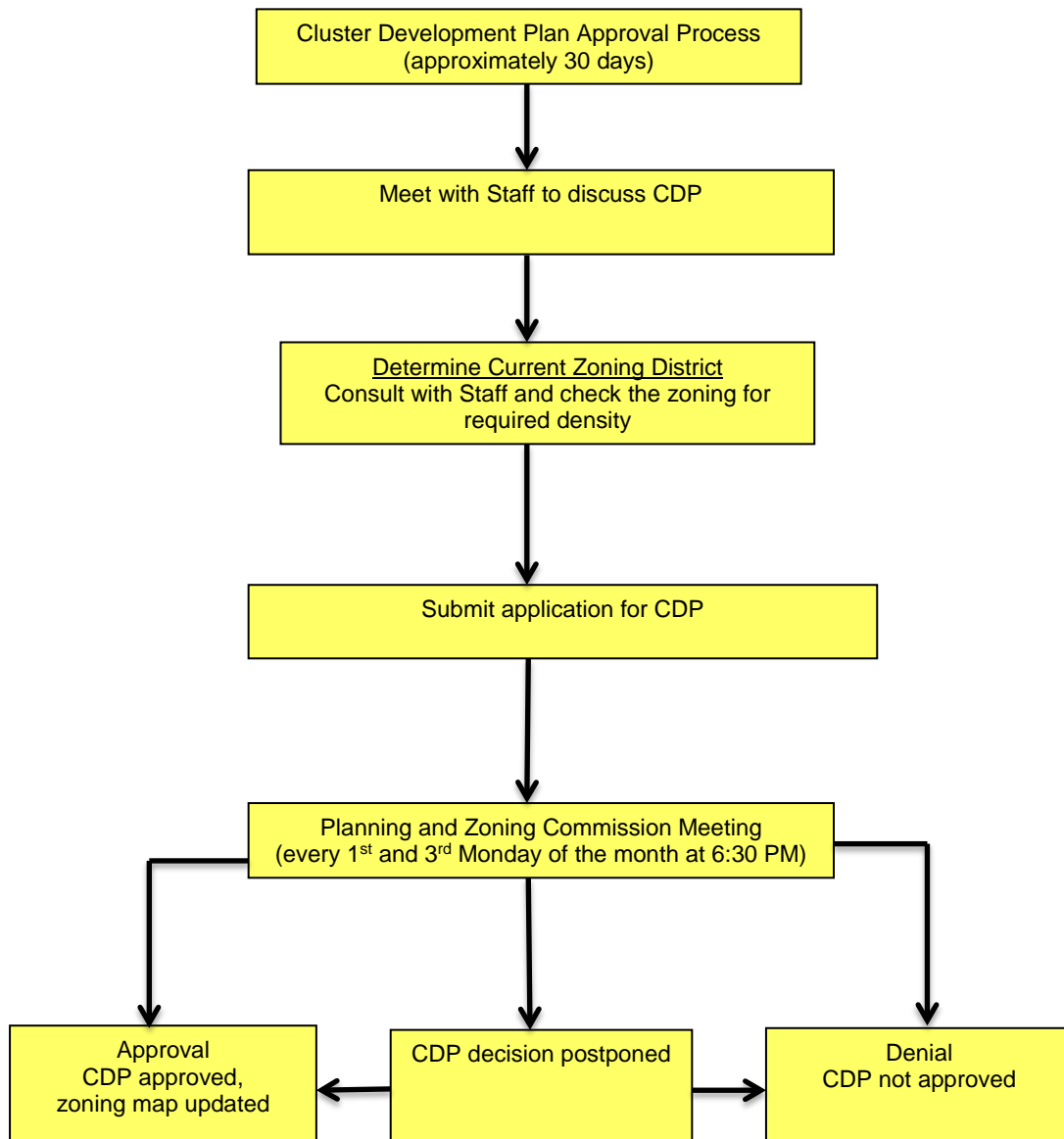


well as throughout the entire process.

4. Planning and Zoning Commission Meeting

The Planning and Zoning Commission will hold a regular meeting to vote on the proposed CDP request. The plan may be approved, denied, or approved with conditions.

c. **Flow Chart**





d. **Criteria for Approval**

The Planning and Zoning Commission, or the City Council on appeal, shall apply the following factors in taking action on the Cluster Development Plan application:

1. The CDP meets the standards for residential density as outlined in relation to each zoning district.
2. The CDP is consistent with other zoning district regulations, except minimum lot size, width and depth.
3. The CDP contains sufficient buffering to assure compatibility with adjacent uses and the character of the neighborhood.
4. The CDP provides open space or amenities to the development that could not be achieved through application of minimum lot size standards. As referred to herein, open space and amenities do not include any land dedicated to the City under the parkland dedication requirement in Chapter 3, Article 2, Division 10.

e. **Conditions for Approval**

The Planning and Zoning Commission, or the City Council on appeal, may impose such conditions on approval of the CDP as are necessary to assure compatibility with adjoining uses and neighborhood character.

f. **Expiration**

If a preliminary subdivision plat has not been approved for land subject to the CDP within one (1) year from the date of approval, the Plan shall lapse and no application for plat approval, or application for approval of a CDP on another phase of the development shall be accepted for filing thereafter, unless the CDP is reinstated.

The Planning and Zoning Commission may extend the time of expiration for or reinstate a CDP for a period not to exceed one year, in accordance with the procedures in Article 3, Division 5 of this Chapter 1.

g. **Checklist**

Please note that this checklist is intended to assist applicants, design professionals and developers in the preparation of submittals for review by the Development Review Committee, and is generally what is required to facilitate to review of the proposed **Cluster Development Plan (CDP)**. Submittal of a complete application will facilitate a timely review. Please note that incomplete applications may delay the Planning and Zoning Commission meeting date.

The following items are to be submitted with the application:

- Universal Application and Checklist filled out completely and signed by the owner of the property to be considered for the CDP.



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- CD including all documents submitted with the CDP application.
 - If the applicant is the designated agent, the application shall include an “Owner Authorization Letter,” authorizing the agent to file the application on his behalf.
Section 1.2.1.1 (a) of the Unified Development Code (UDC).
 - Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
 - Parcel map, printed from the City of Pearland website, clearly indicating the location and boundaries of the subject property.
 - A deed or contract on the property or similar document indicating ownership.
 - Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
 - A Letter of Intent explaining the CDP request in detail and specifying the following. Please also illustrate the following on the required site plan, landscape plan and amenity plan:
 - Project Name
 - Provide detailed information on how the proposal meets each of the following criteria for approval of a CDP:
 - The CDP meets the standards for residential density as outlined in the zoning district.
 - The CDP is consistent with other zoning district regulations, except lot size, width and depth.
 - The CDP contains sufficient buffering to assure compatibility with adjacent uses and the character of the neighborhood.
 - Site development plan that depicts the following:
 - Site plans shall be drawn on a sheet size of 24 inches by 36 inches and shall be drawn to a scale no smaller than 1 inch = 60 feet.
 - Illustrate and label the phasing boundaries, if phasing is proposed
 - Estimated time of completion of project by phase
 - Proposed layout of the subject property
 - Parking (including garages and surface parking spaces)
 - Landscape plan
 - Detention ponds
 - Fences
 - Amenities
 - Any other relevant information



-
- Delineate flood zones, floodways, environmentally sensitive areas or other unique characteristics of the property.
 - Provide a Zoning Table indicating the following:
 - Existing Zoning
 - Total Site Area in Acres
 - Proposed Lot Width
 - Proposed Lot Depth
 - Proposed Density
 - Number of Proposed Residential Lots
- An Amenity Plan that shows proposed amenities following criteria:
- Amenity plan shall be drawn on a sheet size of 24 inches by 36 inches and shall be drawn to a scale no smaller than 1 inch = 60 feet.
 - Please check all proposed amenities below, and provide specific and detailed information regarding each proposed amenity, including the location, materials, etc. Amenities should be prominent and easily accessible to the entire development.
 - Paved crosswalks at entrances to enhance pedestrian connectivity, especially along trails.
 - Passive recreation (i.e., gazebos, fountains, and common areas)
 - Active recreation (i.e. basketball courts, clubhouse, tennis courts, tot lots, pocket parks)
 - Enhanced/decorative street lighting features
 - Residential façade requirements for materials and design
 - Enhanced fencing, including masonry subdivision perimeter fence (not otherwise required by code), including materials, height, etc.
 - Water features (i.e. fountains)
 - Enhanced subdivision entry feature
 - Flower bowls/boxes
 - Heavily wooded common area
 - Neighborhood art
 - Decorative street signs
 - Preservation of natural features
 - Multi-purpose trail, including width, acres/miles, location, etc.
 - Amenitized detention
 - Seating node



- Picnic tables with grills
 - Other furniture
 - Exercise stations
 - Sports field
 - Play structure
 - Community center
 - Club house
 - Pool
 - Other amenities proposed by applicant
- A Landscape/Open Space plan that illustrates the following:
- Landscape/Open Space plans shall be drawn on a sheet size of 24 inches by 36 inches and shall be drawn to a scale no smaller than 1 inch = 60 feet.
 - Percent of gross landscaped area
 - Percent of open space area
 - Indicate existing trees to remain
 - Identify individual tree symbols and provide a legend on the plan
 - Provide a “Landscape Summary Table” to indicate species, quantity and size of trees

	Type	Caliper Inches	Quantity	Location
Trees				
Shrubs				
Buffer				
Other				

- Application fee, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City’s webpage www.pearlandtx.gov for updated fees.
- 0 to less than 25 acres = \$1,200.00
 - 25 to less than 50 acres = \$1,050.00
 - 50 to less than 75 acres = \$1,300.00
 - 75 to less than 100 acres = \$1,350.00
 - 100 acres and above = \$1,400.00



h. Sign Notification

No sign notification is necessary for Cluster Development Plans.

i. Additional Information

Please refer to Chapter 2, Division 4 of the Unified Development Code or the Comprehensive Plan for additional information on Cluster Development Plans.



9. VARIANCES AND SPECIAL EXCEPTIONS

a. Introduction

A Variance is defined as permission for a property owner to depart from the literal requirements of a zoning regulation in cases in which strict enforcement of the zoning regulation would cause undue hardship in the use and development of the property due to special circumstances unique to the property itself.

A Special Exception is a City-authorized modification of zoning standards which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to determine whether the modification is compatible with adjoining land uses and the character of the surrounding neighborhood.

The Zoning Board of Adjustment (ZBA or Board) is a quasi-judicial body that has the authority to decide the following types of applications:

1. Variances
2. Special Exceptions
3. Changes in Nonconforming Status

The Board also has authority to decide appeals on the following matters:

- a. The City's interpretation of any zoning regulation found in Chapters 2 and 4 of the UDC, unless otherwise prescribed.
- b. The City's decision on sign permits or interpretation of the sign regulations.

The Board consists of five members, and four alternate members. Meetings of the Board are conducted on the first Thursday of every month, at 6:00pm, as necessary, in order to consider requests for variances and special exceptions. All cases to be heard by the Board shall be heard by a minimum of four (4) members, and a concurring vote of four members is necessary in order to grant a variance or special exception.

Property must be platted before filing a variance application unless determined otherwise by the Planning Director.

b. Approval Process

1. Meet with City Staff

The applicant should meet with Staff to determine the requirements for development of the property. If the applicant cannot meet the requirements set forth in the Unified Development Code, the applicant may apply for a variance or a special exception. However, variances are to be granted only in cases of undue hardship not of the applicant's creation; mere inconvenience or financial hardship in developing a property does not qualify.



2. Submittal of the Application for a Planned Development

The applicant or property owner should submit all items as listed on checklist, along with the Universal Application.

3. Review of Application by City Staff

Planning Staff will process the application. Staff may contact the applicant or owner for additional information during the review period.

4. Posting of Signs on Property for Notification

The applicant is required to install a notification sign on the property for which the variance/special exception has been requested at least 10 days prior to the public hearing. The number of signs to be posted depends on the size of the property in question. The signs must remain in place until the request is approved or denied. The sign should be removed within seven days after the request is decided by the Board.

5. Public Hearing

All variance/special exception requests are public hearings. Staff will notify the applicant of the date of the public hearing. A notice of public hearing is mailed to all property owners within 200 feet of the subject property at least 10 days prior to the date of the public hearing. A legal notice of the hearing is also published in the local newspaper at least 15 days prior to the hearing.

During the public hearing, Staff presents a summary of the proposed variance/special exception to the Board. The applicant or property owner must be in attendance at the meeting to explain the request to the Board, and to answer any questions the Board may have regarding the request. Members of the public then have the opportunity to speak in favor or in opposition to the request. After all public comments are taken, the Board will vote on the request.

The Board may approve, deny, or table the variance/special exception to a future meeting. Four (4) affirmative votes are needed in order to approve the request (a simple majority of 3-2 does not approve a request). If the request is denied, the applicant must comply with the section of the ordinance that the variance/special exception was requested from. The Board may table the request if they require additional information in order to make a decision, or if a question comes up that cannot be answered at the meeting.

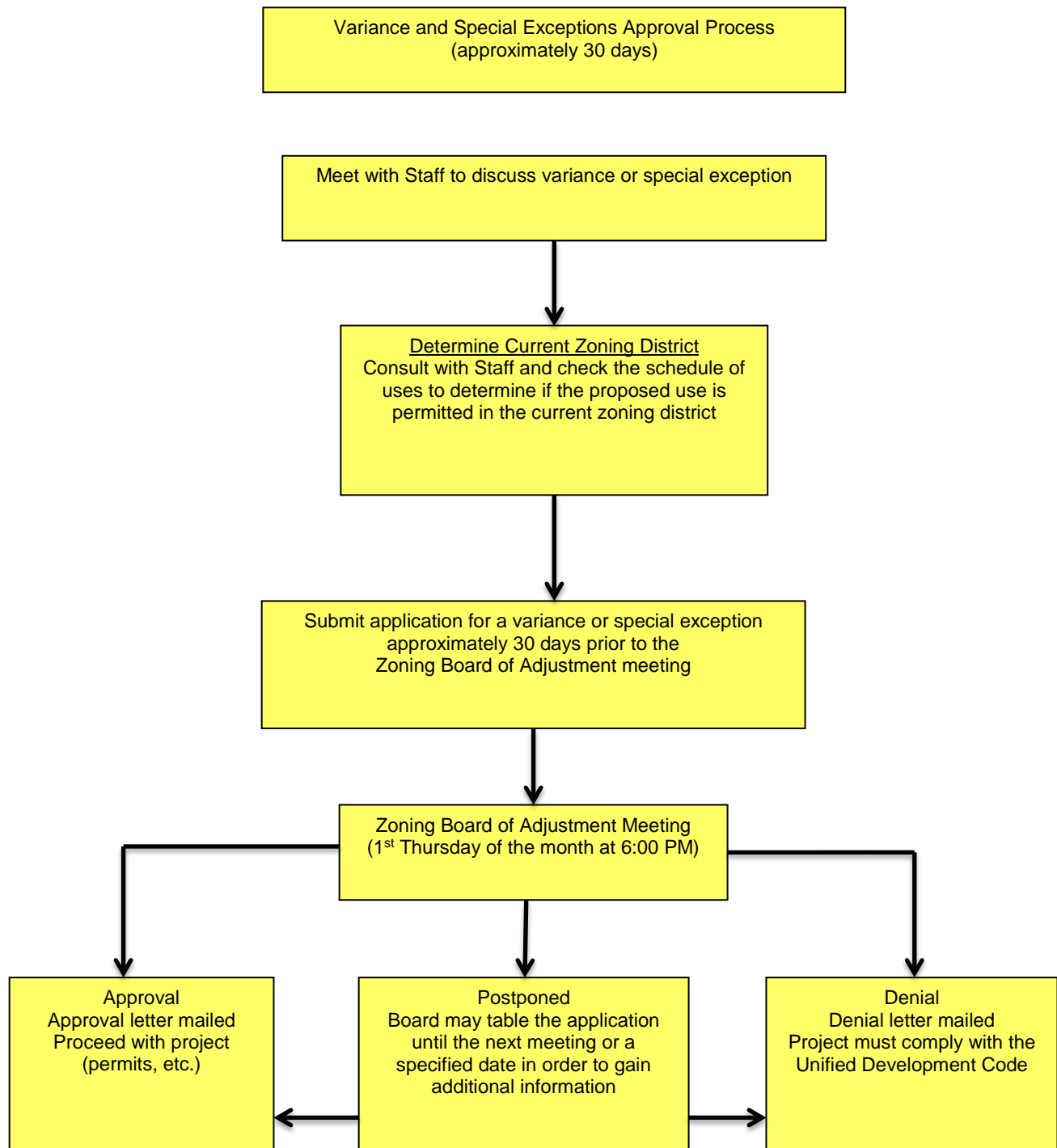
The entire process requires approximately 30 days from the submittal deadline to the Board of Adjustment meeting.

Appeals

Decisions made by the Board of Adjustment cannot be overturned by any City official or any other body within the City. By State law, even the City Council does not have the authority to overturn a decision rendered by the Board. Any appeal of the Board's decision must be heard by a District Court of the State of Texas. Appeals must be filed within 10 days of the Board's decision.



c. Flow Chart





d. Criteria for Approval

Variances

1. There are special circumstances or conditions arising from the physical surroundings, shape, topography or other feature affecting the land such that the strict application of the provisions of this Code to the proposed use would create an undue hardship or inequity upon or for the applicant, as distinguished from a mere inconvenience, in developing the land or deprive the applicant of the reasonable and beneficial use of the land;
2. The circumstances causing the hardship do not similarly affect all or most properties in the vicinity of the petitioner's land;
3. The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner;
4. Granting the variance application will not be detrimental to the public health, safety or welfare, or injurious to other property within the area;
5. Granting the variance application will not have the effect of preventing the orderly use and enjoyment of other land within the area in accordance with the provisions of this Code, or adversely affect the rights of owners or residents surrounding property;
6. The hardship or inequity suffered by petitioner is not caused wholly or in substantial part by the petitioner;
7. The request for a variance is not based exclusively on the applicant's desire for increased financial gain from the property, or to reduce an existing financial hardship; and
8. The degree of variance requested is the minimum amount necessary to meet the needs of applicant and to satisfy the standards.

No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

Special Exceptions

1. In deciding whether to approve, conditionally approve or deny the application for a special exception, the Board shall apply the standards in Article 7 of this Chapter 1 governing the special exception. In addition, the Board shall consider whether the special exception will substantially and adversely affect the use of adjacent or neighboring property.
2. The Board may impose such conditions on the application for special exception as are necessary to prevent harm to adjacent or neighboring property.



e. Conditions for Approval

The Board may approve, deny, or conditionally approve variances and special exceptions. The extent of conditions depends on how the variance or special exception will affect adjacent or neighboring properties.

f. Expiration

Variances

1. A variance to a standard applicable to a particular use shall expire within 90 days of the date the variance petition is granted, unless the property owner or applicant files a complete application for a building permit with the City within such period. The Board may extend the time for filing the building permit application for good cause shown, but in any event, the expiration date for the variance shall not be extended beyond one (1) year from the date the variance was granted.
2. If the building permit expires, the variance shall also expire. If the building permit is extended, the variance also shall be extended.

Special Exceptions

1. The special exception shall expire one (1) year after the Board approves or conditionally approves the application unless the applicant obtains all necessary construction permits or otherwise performs the tasks authorized by the approved special exception within such time period.

g. Checklist

The following items are to be submitted with the application:

- Application and Checklist filled out completely and signed by the owner of the property.
- If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf. **Section 1.2.1.1 of the Unified Development Code (UDC).**
- Metes and bounds description (survey or plat of the property that provides or contains the metes and bounds description).
- Parcel map, printed from the City of Pearland website, clearly indicating the location and boundaries of the subject property.
- Letter of Intent explaining the variance or special exception in detail.
- For variances, address the following items in the letter, explaining the hardship and demonstrating the following:
 - The special conditions and circumstances exist which are unique to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.



- The literal interpretation of the provisions of the Land Use Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the ordinance.
 - The special conditions do not result from actions of the applicant.
 - That granting the variance requested would no confer on the applicant any special privilege that is denied by the ordinance to other lands, structures, or buildings in the same district.
 - No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
 - Financial hardship shall not be considered grounds for the issuance of a variance.
- Site plan showing the proposed layout of the subject property, which clearly indicates the requested variance or special exception.
 - Any other relevant information.
 - Acknowledgement of the sign to be posted on the property ten (10) days prior to the public hearing.
 - Application fee of \$500.00 for residential, \$500.00 for commercial, or \$400.00 for a Planning and Zoning Variance by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only).

h. Posting of Notification Signs on Property Under Consideration for a Variance or Special Exception

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), or a variance shall be required to erect and maintain a sign(s), to be inspected by the City, upon the property for which a variance or zoning change has been requested.

Such sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.
2. So as to be clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. So as not to create a hazard to traffic on the public rights-of-way abutting the property.
4. On the subject property at least ten (10) days prior to the hearing of such zoning change request by the Planning and Zoning Commission, and to remain continuously on said property until final action by the City Council or withdrawal of the case by the applicant. Removal of the sign by the applicant prior to a



recommendation by the Planning and Zoning Commission and/or a final decision by the City Council shall constitute a withdrawal of the request.

5. The signs shall be as follows:

- A minimum sign size of two (2) feet by three (3) feet, but no larger than four (4) feet by four (4) feet
- At least two (2) feet above the ground
- Blue or black lettering that is a minimum of 3 inches by ½ inch, on a white background
- Message content as follows:

PROPOSED VARIANCE OR
SPECIAL EXCEPTION
Contact City of Pearland
281.652.1765

Signs must be professionally made; handwritten signs are not allowed.

Signs must be freestanding and cannot be attached to a tree, fence, or building.

i. Additional Information

1. Variances may be granted from dimensional requirements such as setbacks. However, variances may not be granted in order to allow a parcel of property to be used for a use that is not permitted under the zoning ordinance. For example, if a property is zoned as residential (R-1, R-2, etc.) and the applicant wants to construct a commercial business, the Board cannot grant a variance to allow the commercial business in the residential zone.
2. An application for a variance may not be heard or granted unless and until the subject property has been platted in accordance with the City's platting requirements found in Chapter 3 of the Unified Development Code, unless determined otherwise by the Director of Planning.
3. Upon making an application for a variance or special exception, the applicant shall place sign(s) as required by this section. The City shall inspect such sign(s) to ensure compliance as required by this section.
4. After the variance request is approved by the Board, denied by the Board, or withdrawn by the applicant, the applicant shall remove the sign from the area of the request within ten (10) days of such event.
5. It shall be unlawful for anyone to remove, destroy, deface or obstruct the view of a sign which gives notice that a variance has been requested.



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6. In the event the applicant fails to erect and/or maintain signs in accordance with this section, then the public hearing before the Board of Adjustment shall be postponed to a date in the future which would allow time for compliance.
 7. The erection of any sign required by this section shall not require a permit under Section 4.1.2.6 of this UDC.
 8. The owner or applicant shall promptly notify the Planning Department of any sign required by this section which becomes lost, stolen or vandalized. The Zoning Board of Adjustment shall have the power to decide whether or not there has been substantial compliance with the posting requirements in the case of lost, stolen or vandalized signs.



10. PLATTING AND SUBDIVISIONS

Introduction

Platting or subdivision of property within the City of Pearland is governed by the City of Pearland Unified Development Code and the Texas Local Government Code Chapter 212. The term subdivision means the division of any lot, tract, or parcel of land into two or more parts. This definition also includes the re-subdivision of land or lots, which are part of a previously platted and recorded subdivision.

The Subdivision Regulations are intended to promote the orderly development of the City and to secure adequate provisions for transportation, drainage, water, sewer, and other facilities. The Ordinance applies to all property within the corporate limits of the City of Pearland as well as areas outside of the corporate limits of the City, but within the extraterritorial jurisdiction (ETJ) of the City. Any subdivision of land within the ETJ of the City of Pearland shall be processed through the normal platting processes. The Texas Local Government Code gives cities the authority to enforce their subdivision regulations within their ETJ, which is a means of ensuring that cities will not have to assume maintenance responsibilities for substandard infrastructure (streets, utilities, drainage) upon future annexation.

Plats are submitted to Staff for review, and then either processed by Planning Department staff, or sent to the Planning and Zoning Commission for their review and approval, based on the type of plat and the State Statutes and Regulations regarding subdivision platting.

Plat types:

- Preliminary subdivision plat pg. 10-2
- Final subdivision plat pg. 10-14
- Development Plat pg. 10-26
- Master Plat pg. 10-37
- Amending Plat pg. 10-47
- Minor Plat pg. 10-58
- Replat pg. 10-69



Preliminary Subdivision Plat

- a. The purpose of a Preliminary Subdivision Plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development and the overall compliance of the land division with applicable requirements of the Unified Development Code. A Preliminary Subdivision Plat is not required when a Minor Subdivision Plat is submitted. Approval of a Preliminary Subdivision Plat shall authorize the subdivider to submit construction plans for approval by the City Engineer. Approval of a Preliminary Subdivision Plat also shall authorize the subdivider to seek approval of a Final Subdivision Plat for the land subject to the Preliminary Subdivision Plat.

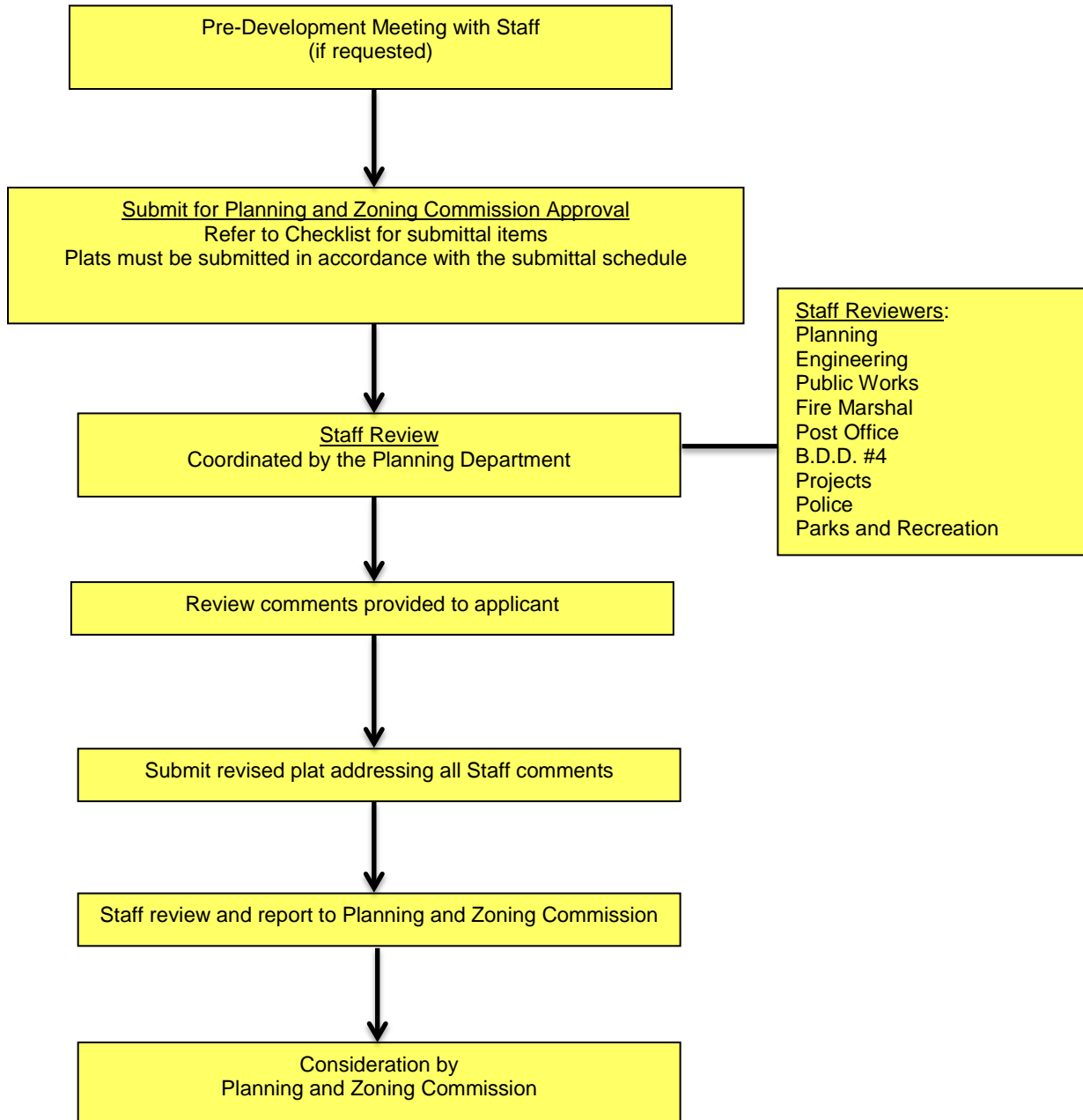
b. Approval Process

Approval of a Preliminary Subdivision Plat occurs through the following process.

1. Meet with City Staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff sends report to Planning and Zoning Commission.
7. Review and action by Planning and Zoning Commission.



c. Flowchart – Preliminary Subdivision Plat





d. Criteria for Approval

The following items will be reviewed for technical compliance.

1. The plat is consistent with all zoning requirements for the property, and any approved development agreement;
2. The plat conforms to the general layout of the approved Master Plat (with minor variations as described in Section 3.1.2.1), if any, and is consistent with the phasing plan approved therein;
3. The proposed provision and configuration of roads, water, wastewater, drainage and park facilities conform to the master facilities plans for the facilities, including without limitation the water facilities, wastewater facilities, transportation, drainage and other municipal master facilities plans;
4. The proposed provision and configuration of roads, water, wastewater, drainage and park facilities, and easements and rights-of-way are adequate to serve the subdivision and meet applicable standards of this Chapter;
5. The plat meets any county standards to be applied under an inter-local agreement between the City and a county under Texas Local Government Code, Chapter 242, where the proposed development is located in whole or in part in the extraterritorial jurisdiction of the City and in the county, or drainage district rules, where the land is located in whole or in part within a drainage district; and
6. The plat conforms to design requirements and construction standards as set forth in the Engineering Standards Technical Manual.
7. The plat is consistent with the adopted Comprehensive Plan, except where application of the Plan conflicts with state law.

e. Conditions for Approval

The Planning and Zoning Commission may approve an application for a Preliminary Subdivision Plat with conditions.

f. Expiration

The approval of a Preliminary Subdivision Plat application shall remain in effect for a period of two (2) years from the date of final approval. If a Final Subdivision Plat application has not been approved within the two (2) year period, the Preliminary Subdivision Plat application, unless extended in accordance with Article 2, Division 5 of Chapter 1 of the Unified Development Code, shall expire and the plat shall be null and void.



g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- Complete the Plat Submittal Application.
- Flash drive with CAD file and PDF of submitted plat in addition to two (2) printed copies of the plat. Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch.
- Is this plat located in an area certified for utility service by the City of Pearland by the State of Texas under the City's Certificate of Convenience and Necessity (CCN)? If not, do arrangements need to be made with another utility provider?
- If utility service from the City of Pearland is desired; make sure that the area to be platted is within the city limits of the City of Pearland.
- Show city limits and/or county line on the plat if it passes through or adjoins the platted area; also show it on the vicinity map. Indicate which portion of the platted area is within the city.
- Include a scaled drawing of landscape plan sealed by a landscape architect or engineer showing all landscaping, amenities, utility locations and easements, right-of-way and reserves.
- Is the plat subject to requirements of one of the City's Corridor Overlay Districts?
- If utility extensions are required, check with City of Pearland Projects Department (281.652.1657) to determine whether City wishes to pay for any oversizing. Also ask if the project is within an area required to pay pro-rata charges for required utility extensions or upgrades, if City projects are being constructed within the immediate area, and if developer participation is required.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat in which MUD it is located.
- Check zoning classification of the property for minimum lot size and width, setback lines, allowed uses allowed, etc. Indicate zoning classification on the plat. If property has no zoning because it is within Pearland ETJ, indicate this by a note on the plat.
- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, or otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, contour lines, etc.
- Title block should include the words CITY OF PEARLAND if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of



the County (Brazoria County, Harris County, or Fort Bend County).

- On plats of ten acres or more, provide NAD 83 tie to Texas State Plane Coordinate System (South Central). Provide coordinates for minimum of two points on or within the boundary of each plat. Indicate if they are surface or grid, and provide a combined adjustment factor.
- Subdivision should be accurately located with reference to the real estate records of the county showing a tie to a well-established point if within the city limits or to a survey corner if outside the city limits.
- Property lines at street intersections should be rounded with a radius of at least 20 feet. 25 feet to 35 feet triangular fillets may be required at intersections of collectors and thoroughfares.
- Parkland may be dedicated, with the approval of the City of Pearland Parks and Recreation Director, at the rate of one acre for each 50 dwelling units. If such parkland is not deemed acceptable, payment of a parkland fee at the rate of \$750 per dwelling unit will be required prior to final plat approval.
- If any portion of the property being platted lies within "Special Flood Hazard Areas Inundated by 100-Year Flood" as defined by the effective Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the City of Pearland, Brazoria, Harris, or Fort Bend County, show limits of such areas, floodway areas, base flood elevation (if determined) with year of adjustment, map reference, and Zone designations. Limits of shaded Zone X (500-year floodplain) need not be shown.
- Show year of adjustment on benchmarks. Use standard (listed) City of Pearland benchmarks obtained from the Engineering Department at 281.652.1637. Pearland will list new benchmarks with proper demonstration of validity.
- Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indication where the street name changes.
- Side lot runs of water, storm or sanitary sewers need to be in accessible (20 foot wide) reserves, not side lot easements. They should be avoided whenever possible.
- Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights-of-way and are primarily for perpetual construction/maintenance purposes. Provide 25 foot W.S.E. on major thoroughfares.
- A preliminary drainage plan may be required with the preliminary plat.
- Streetlights normally should be placed at street intersections, elbows, and cul-de-sac bulbs, be 200 feet to 250 feet apart, and preferably at lot lines. Electric service to all streetlights should be provided in separate 5-foot electrical easements (E.E.) within one lot leading to a utility easement (U.E.). At T- intersections, place streetlights on flat side of the T so that E.E. falls along a lot line. If this is not possible, streetlight electric service should be provided in a 5-foot E.E., centered on the street right-of-



way line, from the nearest utility easement and extending around the street corner. Use different symbols to distinguish between existing and proposed streetlights. Indicate streetlights to be maintained (and light bills paid) by an entity other than the City (such as a homeowner's association) with a different symbol. Add a note indicating the total number of each type of streetlight.

- Temporary Bench Marks (T.B.M.) must be on site or immediately adjacent to the project and have their descriptions and elevations with year of adjustment written and locations plotted on plats and plans.
- Provide a 16-foot utility easement (8 feet on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.
- All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easement/private access easement) easements. These are access easements for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
- Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation if the drawing is later reduced or enlarged. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the sheet.
- Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water/sanitary sewer easements (W.S.E.).
- Sidewalks placed outside of right-of-way must be placed in a ten-foot wide public use easement and may be located within a water and sewer easement.
- Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
- Check Figure 7.2 entitled "Thoroughfare Plan – Pearland Planning Area" in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
- All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of cul-de-sac.



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- Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements of the development. Explain and document any deviations.
 - Show contours (two minimum, with year of adjustment) on preliminary plats to indicate the direction of drainage flow through the entire subdivision. Spot elevations at 25-foot intervals in both directions may be shown instead of contours if property has less than one foot of elevation difference.
 - Date should be current. Each submittal should have a new date.
 - Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner's statement.
 - Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.
 - Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
 - Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
 - Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
 - Street jogs with center line offsets of less than 125 feet shall be avoided.
 - Preliminary plats should depict all existing driveways and streets (platted or unplatted) intersecting both sides of adjoining streets within 75 feet to 350 feet, depending upon roadway classification, of subdivision limits. Offsets of proposed driveways and platted and unplatted streets from existing streets or driveways should be in accordance with the City of Pearland Engineering Design Criteria Manual.
 - Reserve strips cannot serve as setback lines for adjoining lots.
 - Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
 - Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
 - If the owner is not an individual, owner's statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed in the title report must be the same as the owner indicated on the plat.



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- City Ordinance No. 1023 includes a \$200 fee for second or more check of plats and construction drawings. This fee is imposed when city-requested corrections are not made or discussed with City Staff. This fee is due with resubmission of the corrected plat or drawing.
 - Ensure that the stated number of lots and blocks in the plat title match the plat drawing.
 - Confirm that the number of individual reserves and acreage stated on the plat is correct. Check alphabetical listing and that a reserve's purpose is listed where applicable. Include reserves for monument signs at the entrance, if needed.
 - Area to be subdivided should be drawn in heavy lines with overall dimensions and bearings. Lines outside the plat boundaries should be dashed.
 - Show all existing structures, storm and sanitary sewers, water mains, culverts, pipelines or other underground and overhead utilities within or immediately adjacent to the plat. The pipe material, size, grades, and location must be indicated.
 - The preliminary plat must contain a proposed plan of the subdivision with the streets, lots, alleys, easements, and parkland dedication defined with principal dimensions.
 - Submit preliminary plats in Pearland ETJ to Brazoria County Engineer's Office, Assistant County Engineer at 281.756.1265.
 - Check to see that blocks and lots are numbered consecutively and that accurate dimensions, both linear and angular, are included. Plat boundary traverse should close to within one in ten thousand (1:10,000).
 - Add a note, if applicable, stating that corner lots are not to have side access. Otherwise, a 20-foot side lot building line will be required at the time of the building permit application.
 - On multi-lot residential subdivisions, add a note that lot lines are the centerlines of a six-foot drainage easement to each adjacent lot.
 - Add a note that sidewalk will be provided (six-foot wide for thoroughfares and collectors and four-foot wide for minor streets) at the time of development for all adjoining streets.
 - Indicate exact location, dimensions, description and flow line elevations of existing watercourses and drainage structures within or adjacent to the subdivision.
 - Check to determine whether any residential lot is within 100 feet of any existing oil, gas, or other pipeline or pipeline easement. If so, make sure that the owner's statement contains a hold harmless agreement of the form specified in the Unified Development Code.
 - All streets shall have a minimum right-of-way width of 50 feet and all cul-de-sacs and eyebrows (thumbnails) shall have a right-of-way radius of at least 50 feet.
 - Check to see that no block length measured along the center of the block exceeds 1,200 feet. The maximum block length along a major thoroughfare may be up to



1,600 feet.

- Provide provisions for approval by Brazoria County Drainage District No. 4 for ETJ plats.
- If any major streets are part of the plat, ensure that the centerline radius is at least 2,000 feet unless a formal exception is granted from the City.
- If any dead-end private streets are platted, ensure that they do not extend further than 600 feet from the centerline of the intersecting public or private street measured along the centerline of said private street to the center of the circular turnaround.
- Submit documentation of submittal to utility companies (electric, gas, telephone, cable TV). If property is located in a Municipal Utility District (MUD), include documentation of submittal to MUD. If property is within the ETJ, include documentation of submittal to Brazoria County Engineer.

h. Sign Notification

Sign notification is not required for Preliminary Subdivision Plats.

i. Additional Information

1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION *(if not noted in the surveyor's signature block)*

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X *(or Northing)* = Y *(or Easting)* = Datum: (Include what vertical datum was used as well as the latest adjustment information –



this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone “_____” (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS

Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. ACCESS (*COMMERCIAL ONLY*)

Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. ACCESS (*RESIDENTIAL WHEN APPLICABLE*)

Access rights to driveways are hereby granted to all adjoining residential properties.

i. BUILDING ELEVATIONS

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. DRAINAGE

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. MUNICIPAL UTILITY DISTRICT

This property is located wholly within Municipal Utility District No. ____.

l. VISIBILITY landscaping

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. DRIVEWAYS



Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. Utility Letters

Obtain utility service letters that verify availability from the applicable utility service provider.

a. COMCAST (CABLE)

Relocate & Permit Specialist

713.341.8676

b. AT&T PEARLAND & ETJ (up to Clear Creek)

713.943.4929 or 281.561.4609

c. CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)

713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Preliminary Subdivision Plat Fee Schedule

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

\$1,0000.00 filing fee plus either:

- \$8.00 per designated lot, tract, or building site for residential purpose lots or dwelling units where lots are not designated on the plat, or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.
 - Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland
- \$60.00 for delivery to Manvel



-
- \$90.00 for delivery to Angleton
 - \$80.00 for delivery to Harris County
 - \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Brazoria County

- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate

Fort Bend County

- \$100.00 per page
- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates

Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates



Final Subdivision Plat

- a.** The purpose of a Final Subdivision Plat is to assure that the division or development of the land subject to the plat is consistent with all standards of the Unified Development Code pertaining to the adequacy of public facilities; that public improvements to serve the subdivision or development have been installed and accepted by the City or that provisions or a surety for such installation has been made; that all other requirements and conditions have been satisfied or provided for to allow the plat to be recorded. A Final Subdivision Plat is required for any land division except those that may be approved through the Minor Subdivision Plat, Replat and Amending Plat, or Development Plat procedures.

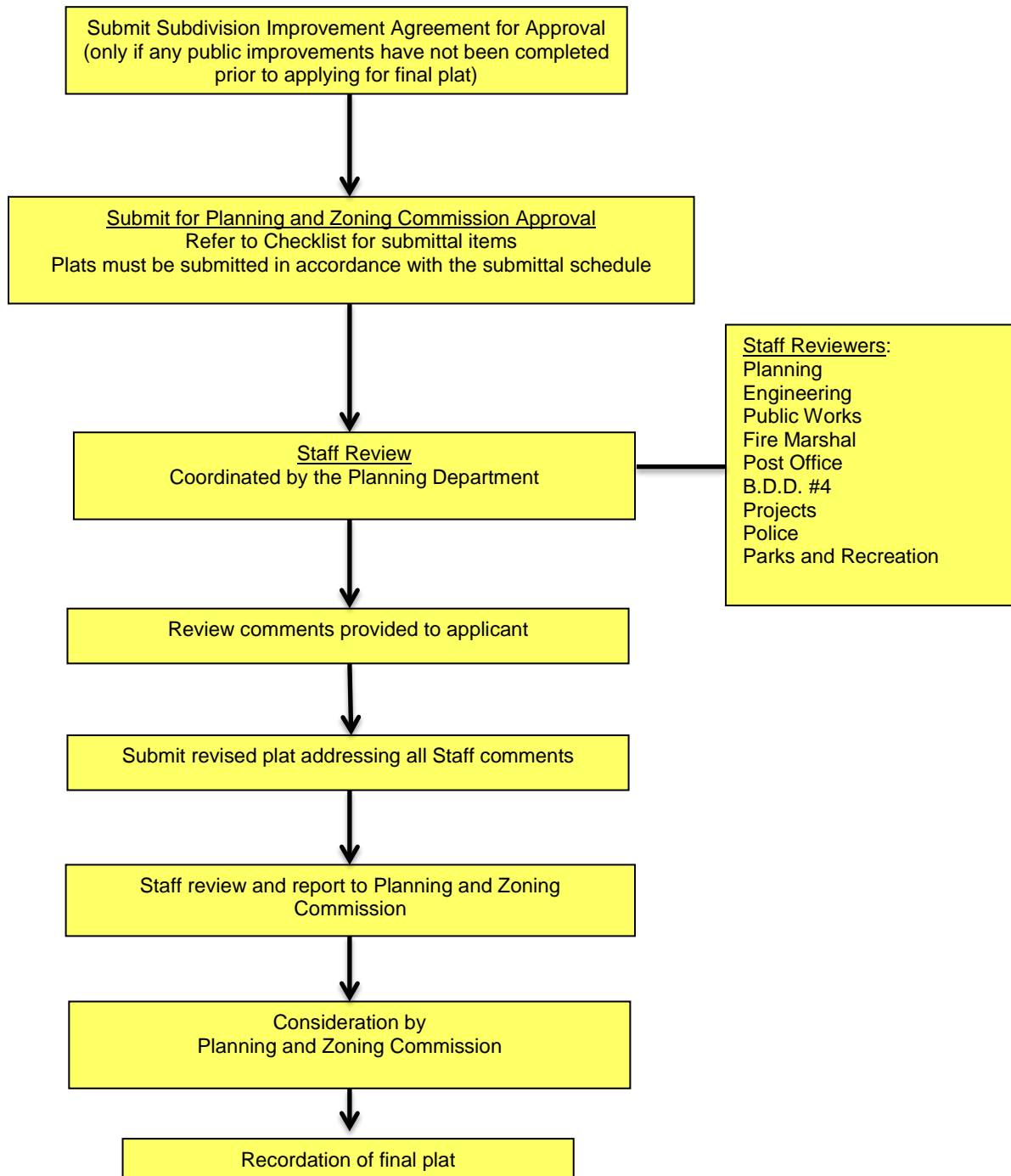
b. Approval Process

Approval of a Final Subdivision Plat occurs through the following process.

1. Secure an approved Subdivision Improvement Agreement (if outstanding infrastructure work or public improvements).
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff sends report to Planning and Zoning Commission.
7. Review and action by Planning and Zoning Commission.
8. Recordation of Final Plat.



c. Flowchart – Final Subdivision Plat





d. Criteria for Approval

The following items will be reviewed for technical compliance.

1. Prior Approved Preliminary Subdivision Plat:
 - a. The Final Subdivision Plat, conforms to the approved Preliminary Subdivision Plat, as applicable, except for minor changes authorized under divisions 3 or 4 of this Article and that may be approved without the necessity of revising the approved Preliminary Subdivision Plat;
 - b. All conditions imposed at the time of approval of the Preliminary Subdivision Plat, as applicable, have been satisfied;
 - c. Required public improvements have been installed, conform to the approved construction plans, and have been approved for acceptance by the City Engineer;
 - d. Where the City Engineer has authorized public improvements to be deferred, the subdivision improvement agreement and surety have been executed and submitted by the property owner in conformity with Division 8 of this Article;
 - e. The final layout of the subdivision or development meets all standards for adequacy of public facilities contained in this Chapter;
 - f. The plat meets any County standards to be applied under an inter-local agreement between the City and a county under Texas Local Government Code, Chapter 242, where the proposed development is located in whole or in part in the extraterritorial jurisdiction of the City and in the county, or drainage district rules, where the land is located in whole or in part within a drainage district;
 - g. The plat conforms to design requirements and construction standards as set forth in the Engineering Design Criteria Manual; and
 - h. The plat conforms to the subdivision application checklist.
2. No Prior Approved Preliminary Subdivision Plat
 - a. The Final Subdivision Plat conforms to all criteria for approval of a Preliminary Subdivision Plat, as applicable;
 - b. The construction plans conform to the requirements of Chapter 3;
 - c. The subdivision improvement agreement and surety for installation of public improvements have been prepared and executed by the property owner in conformity with Division 8 of this Article 1;
 - d. The final layout of the subdivision or developments meets all standards for adequacy of public facilities contained in Article 2 of this Unified Development Code;
 - e. The plat meets any County standards to be applied under an inter-local agreement between the City and a county under Texas Local Government Code, Chapter 242, where the proposed development is located in whole or



in part in the extraterritorial jurisdiction of the City and in the County, or drainage district rules, where the land is located in whole or in part within a drainage district; and

- f. The plat conforms to the subdivision application.

e. Conditions for Approval

The Planning and Zoning Commission may approve an application for a Final Subdivision Plat with conditions.

f. Expiration

The approval of a Final Subdivision Plat application shall remain in effect for a period of two (2) years from the date of final approval. If the Final Subdivision Plat has not been recorded within the two (2) year period, the Final Subdivision Plat approval, unless extended in accordance with Article 2, Division 5 of Chapter 1 of the Unified Development Code, shall expire and the applicable plat shall be deemed null and void.

g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- A preliminary plat must be approved by the Pearland Planning and Zoning Commission with all required changes made.
- Complete the Plat Submittal Application.
- An approved Subdivision Improvement Agreement (SIA must be submitted for approval at least two weeks before planned final plat application submittal).
- Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch. Brazoria County requires that plats to be recorded have the ink work on the front of the white mylar plat.
- Owner's name listed on owner's certificate must be the same as that which appears on the notary's statement, title block, and the title report. If not, owner listed on title report must sign off on final plat in the same manner as a lender. Releases from all lienholders listed in the title report must be included on final plats. Lienholders usually appear in Schedule C of the title report.
- Plats to be filed in Brazoria County should show the area of each lot (in square feet or acres) in tabular form on the plat.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat with a note in which MUD it is located.
- Provide a separate table indicating the frontage of each residential lot at the front building line.



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- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, etc.
 - Title block should include the words "CITY OF PEARLAND" if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).
 - On plats of ten acres or more, provide NAD 83 tie to Texas State Plane Coordinate System (South Central). Provide coordinates for minimum of two points on or within the boundary of each plat. Indicate if they are surface or grid, and provide a combined adjustment factor.
 - Show year of adjustment on benchmarks. Use standard (listed) City of Pearland benchmarks obtained from the Engineering Department at 281.652.1637. Pearland will list new benchmarks with proper demonstration of validity. In flood hazard areas, equate to referenced FIRM year of adjustment in the most recent FEMA mapping.
 - Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.
 - Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
 - Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights-of-way, and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
 - Streetlights normally should be placed at street intersections, in eyebrows (thumbnails) and cul-de-sac bulbs, be 200 feet apart, and preferably at lot lines. Use different symbols to distinguish between existing and proposed streetlights. Indicate streetlights to be maintained (and light bills paid) by an entity other than the City (such as a homeowner's association) with a different symbol. Provide a note indicating the number of each type of streetlight.
 - Temporary Bench Mark (T.B.M.) must be on site or immediately adjacent to the project and have its description and elevation, with year of adjustment, written and location plotted on plats and plans.
 - Provide a 16-foot utility easement (8-foot centered on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.
 - All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easements/private access easements). These are access easements for agencies having jurisdiction for public safety, utility construction,



operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.

- Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the sheet.
- Do not show contour lines, structures, utilities and other improvements, anything future, preliminary or proposed, and physical features (other than marked property corners, bench marks, and streetlights) on final plats. Provide a separate drawing showing any existing structures and proposed lot lines for replats, amending plats, and minor plats.
- Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water/sanitary sewer easements (W.S.E.).
- Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary.
- Sidewalks placed outside of right-of-way must be placed in a 10-foot wide public use easement and may be located within a water and sewer easement.
- Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
- Check Figure 7.2 entitled "Thoroughfare Plan – Pearland Planning Area" in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
- All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of the cul-de-sac.
- Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document deviations.
- Data for a final plat is also to be submitted on a computer disk (Autocad version) for incorporation into the City's Geographic Information System (GIS). For detailed



requirements, contact the Engineering Department at 281.652.1637.

- Date should be current. Each submittal should have a new date.
- Surveyor must certify and show on final plat that all exterior corners were found or set. Interior lot corners should also be set if no construction is proposed. Boundary monuments must be certified by surveyor as set or found on final plats.
- Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner's statement.
- Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.
- Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
- Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
- If offsite easements are required, they must be filed and courthouse recordation data shown on final plat prior to recordation. Do not use the terms "D.B.S.I." or "By Others."
- When interior sections of large subdivisions are platted, plats providing access right-of-way to a public street must be recorded prior to recordation of final plats for such interior subdivisions. Provide appropriate recordation data on the plat.
- Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
- Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in an upper corner using a landscape view.
- Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
- Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
- Surveyor's signature and seal should be dated on final plats.
- Provide dated signatures for owners, notaries, and lienholders.
- State law requires a public hearing for replats. Please include this in your request for a replat. The purpose of the replat or amending plat should be stated within a lined block above the title of the plat.



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- Indicate City Limits and/or County Line if it adjoins or intersects the proposed subdivision. Indicate which portion of the plat lies within the City of Pearland.
 - If the owner is not an individual, the owner's statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed on the title report must be the same as the owner indicated on the plat.
 - When two or more adjoining final plats are submitted for approval at the same time, engineer must develop a system acceptable to the City for ensuring that courthouse recordation data for adjoining subdivisions and easements is recorded on each plat before filing. Do not leave these items blank at filing time.
 - City Ordinance No. 1023 establishes a fee, in the amount of one percent (1%) of the direct construction cost (not including engineering, survey, testing and contingencies) of streets, drainage, water, and sanitary sewer facilities for new subdivisions, payable prior to final plat approval. This will apply to all projects, not subject to prior developer agreements, which have preliminary plats submitted after September 22, 2001. Intent of this fee is to partially recover the City's expenses in providing inspection services for these projects.
 - City Ordinance No. 1023 also includes a \$200.00 fee for second or more check of plats and construction drawings. This fee is imposed when city-requested corrections are not made or discussed with City personnel. This fee is due with resubmission of the corrected plat or drawing.
 - Street address assignments will be made by the City. Be wary of addresses provided by utility companies because they may not be consistent with City of Pearland addressing system. Street address numbers in Pearland increase going south and west from imaginary zero baselines north and east of Pearland. Adherence to this numbering system is important because it will be used in dispatching emergency vehicles.
 - Compare written legal description (names of surveys and abstract numbers) and bearing and distances (metes and bounds) to those noted on the plat boundary for agreement.
 - Provide evidence of Brazoria Drainage District No. 4 (BDD No. 4) approval of drainage plans. BDD No. 4 must sign approval of all plats not within the City of Pearland.
 - Confirm that plat is tied to a well-established point for plats inside the City Limits or to a survey corner if outside the City Limits.
 - Show widths of all proposed streets with curve data, bearings, and tangent lengths. Indicate width of right-of-way being dedicated on adjoining streets or roads.
 - Provide payment of parkland fees or indicate dedication of sufficient parkland with approval of Pearland Parks and Recreation Director.
 - Provide approval letters from all utility companies (electric, telephone, gas, cable TV). If property is located in our ETJ and in a Municipal Utility District (MUD), include



an approval letter from MUD stating that they have sufficient water and wastewater capacity to serve the project and that the easements provided on the plat are adequate for their use.

- Make sure that all lienholders listed in the title report have signed the plat.
- Provide a current title report less than 60 days old.
- Provide a current tax certificate for the property being platted. Tax due dates vary depending on County. Please contact appropriate County (Brazoria, Harris, or Fort Bend) prior to submitted to verify current tax due dates.
- Provide final restrictive covenants.
- Provide evidence of approval of drainage report, construction plans and specifications, and traffic impact study. Acceptance of constructed improvements by the City Engineer or posting of performance bond in a form acceptable to the City attorney shall be provided.
- Include \$750.00 fee for review of Traffic Impact Analysis (TIA) if required.

h. Sign Notification

Sign notification is not required for Final Subdivision Plats.

i. Additional Information

1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION *(if not noted in the surveyor's signature block)*

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK



Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X (or *Northing*) = Y (or *Easting*) = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone “_____” (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS

Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. ACCESS (*COMMERCIAL ONLY*)

Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. ACCESS (*RESIDENTIAL WHEN APPLICABLE*)

Access rights to driveways are hereby granted to all adjoining residential properties.

i. BUILDING ELEVATIONS

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. DRAINAGE

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. MUNICIPAL UTILITY DISTRICT

This property is located wholly within Municipal Utility District No. _____.

l. VISIBILITY landscaping



All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. DRIVEWAYS

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. Utility Letters

Obtain utility service letters that verify availability from the applicable utility service provider.

a. COMCAST (CABLE)

Relocate & Permit Specialist

713.341.8676

b. AT&T PEARLAND & ETJ (up to Clear Creek)

713.943.4929 or 281.561.4609

c. CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)

713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Final Subdivision Plat Fee Schedule

\$1,0000.00 filing fee plus either:

- \$8.00 per designated lot, tract, or building site for residential purpose lots or dwelling units where lots are not designated on the plat, or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.
 - Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland



- \$60.00 for delivery to Manvel
- \$90.00 for delivery to Angleton
- \$80.00 for delivery to Harris County
- \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Brazoria County

- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate

Fort Bend County

- \$100.00 per page
- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates

Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates



Development Plat

a. Introduction

The purpose of the Development Plat is to assure that the development of the land subject to the plat is consistent with all standards of the Unified Development Code. The Development Plat is applicable for development of non-residential or multi-family residential lots, that require extension of municipal facilities only to serve the specific development being platted or platting of single lots, and where delay in construction or deferral of municipal facilities does not affect the city or any other parcel. Approval of a Development Plat authorizes the Planning Director to record the plat, and further authorizes submittal of an application for a Site Preparation Permit and construction plans for approval by the City Engineer.

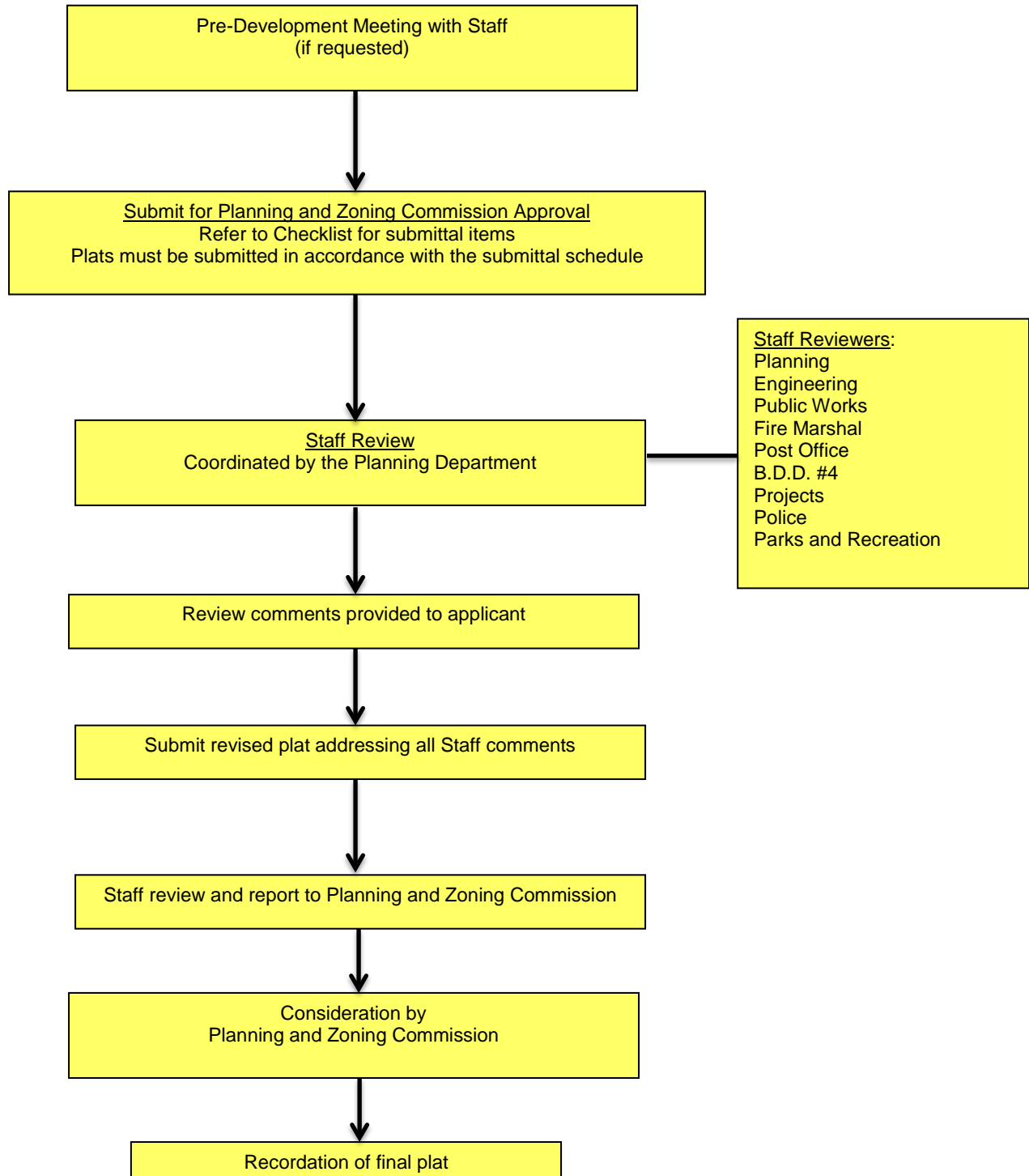
b. Approval Process

Approval of a Development Plat occurs through the following process.

1. Meet with staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff sends report to Planning and Zoning Commission.
7. Review and action by Planning and Zoning Commission.
8. Recordation of Final Plat.



c. Flowchart – Development Plat





d. Criteria for Approval

1. The Development Plat is consistent with all zoning requirements for the property, and any approved development agreement;
2. The plat conforms to the general layout of the approved Master Plat if applicable and a site plan accompanying the Development Plat application, and is consistent with the phasing plan approved therein, if any;
3. The proposed provision and configuration of roads, water, wastewater, drainage and park facilities to serve the development site conform to the master facilities plans for such facilities, including without limitation the water facilities, wastewater facilities, transportation, drainage and other master facilities plans, and a general layout of the required public improvements, access streets and parking layout have been approved by City Engineer, as shown on the accompanying site plan, and in accordance with Section 4.2.1.2 (b)(8);
4. The proposed provision and configuration of roads, water, wastewater, drainage and park facilities are adequate to serve the development and meet the standards of this Chapter;
5. Easements or rights-of-way for all public water, sanitary sewer, roadway and drainage facilities have been designated;
6. Fire lanes access easements or street rights-of-way have been provided for access to all fire hydrants and fire department connections;
7. Easements have been designated for all landscaped buffers and open space;
8. The ownership, maintenance, and allowed uses of all designated easements have been stated on the plat;
9. The plat meets any County standards to be applied under an inter-local agreement between the City and a county under Texas Local Government Code, Chapter 242, where the proposed development is located in whole or in part in the extraterritorial jurisdiction of the City and in the county, or drainage district rules, where the land is located in whole or in part within a drainage district;
10. The plat is consistent with the adopted Comprehensive Plan, except where application of the Plan conflicts with State law;
11. The final layout of the subdivision and development meets all standards for adequacy of public facilities contained in this Chapter;
12. The plat conforms to design requirements and construction standards as set forth in the Engineering Criteria Manual; and
13. The plat conforms to the subdivision checklist.

e. Conditions for Approval

The Planning and Zoning Commission may approve an application for a Development Plat with conditions.



f. Expiration

The approval of a Development Plat application shall remain in effect for a period of two (2) years from the approval date. During which period the applicant shall submit and receive approval for a building permit for at least part of the development subject to the Development Plat. If a building permit has not been approved within two (2) year period, the Development Plat approval, unless extended in accordance with Article 2, Division 5 of Chapter 1 of the Unified Development Code, shall expire and the plat shall be null and void.

g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- A preliminary plat must be approved by the Pearland Planning and Zoning Commission with all required changes made.
- Complete the Plat Submittal Application.
- Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch. Brazoria County requires that plats to be recorded have the ink work on the front of the white mylar plat.
- Owner's name listed on owner's certificate must be the same as that which appears on the notary's statement, title block, and the title report. If not, owner listed on title report must sign off on final plat in the same manner as a lender. Releases from all lienholders listed in the title report must be included on final plats. Lienholders usually appear in Schedule C of the title report.
- Plats to be filed in Brazoria County should show the area of each lot (in square feet or acres) in tabular form on the plat.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat with a note in which MUD it is located.
- Do not show watercourses and ravines on final plats, including the high bank and width, unless there are no easements or rights-of-way provided for them.
- Check to make sure that all lots meet the minimum requirements for the zoning classification noted including size, frontage and setback (building) lines.
- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, etc.
- Title block should include the words "CITY OF PEARLAND" if the platted area lies



within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).

- On plats of ten acres or more, provide NAD 83 tie to Texas State Plane Coordinate System (South Central). Provide coordinates for minimum of two points on or within the boundary of each plat. Indicate if they are surface or grid, and provide a combined adjustment factor.
- Show year of adjustment on benchmarks. Use standard (listed) City of Pearland benchmarks obtained from the Engineering Department at 281.652.1637. Pearland will list new benchmarks with proper demonstration of validity. In flood hazard areas, equate to referenced FIRM year of adjustment in the most recent FEMA mapping.
- Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.
- Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
- Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights-of-way, and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
- Streetlights normally should be placed at street intersections, in eyebrows (thumbnails) and cul-de-sac bulbs, be 200 feet apart, and preferably at lot lines. Use different symbols to distinguish between existing and proposed streetlights. Indicate streetlights to be maintained (and light bills paid) by an entity other than the City (such as a homeowner's association) with a different symbol. Provide a note indicating the number of each type of streetlight.
- Temporary Bench Mark (T.B.M.) must be on site or immediately adjacent to the project and have its description and elevation, with year of adjustment, written and location plotted on plats and plans.
- Provide a 16-foot utility easement (8-foot centered on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.
- All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easements/private access easements). These are access easements for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
- Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the



sheet.

- Do not show contour lines, structures, utilities and other improvements, anything future, preliminary or proposed, and physical features (other than marked property corners, bench marks, and streetlights) on final plats. Provide a separate drawing showing any existing structures and proposed lot lines for replats, amending plats, and minor plats.
- Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water/sanitary sewer easements (W.S.E.).
- Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary.
- Sidewalks placed outside of right-of-way must be placed in a ten-foot wide public use easement and may be located within a water and sewer easement.
- Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
- Check Figure 7.2 entitled “Thoroughfare Plan – Pearland Planning Area” in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
- All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of the cul-de-sac.
- Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document deviations.
- Data for a final plat is also to be submitted on a computer disk (Autocad version) for incorporation into the City’s Geographic Information System (GIS). For detailed requirements, contact the Engineering Department at 281.652.1637.
- Date should be current. Each submittal should have a new date.
- Surveyor must certify and show on final plat that all exterior corners were found or set. Interior lot corners should also be set if no construction is proposed. Boundary monuments must be certified by surveyor as set or found on final plats.



-
- Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner's statement.
 - Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.
 - Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
 - Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
 - If offsite easements are required, they must be filed and courthouse recordation data shown on final plat prior to recordation. Do not use the terms "D.B.S.I." or "By Others."
 - When interior sections of large subdivisions are platted, plats providing access right-of-way to a public street must be recorded prior to recordation of final plats for such interior subdivisions. Provide appropriate recordation data on the plat.
 - Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
 - Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in an upper corner using a landscape view.
 - Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
 - Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
 - Surveyor's signature and seal should be dated on final plats.
 - Provide dated signatures for owners, notaries, and lienholders.

Indicate City Limits and/or County Line if it adjoins or intersects the proposed subdivision. Indicate which portion of the plat lies within the City of Pearland.

- If the owner is not an individual, owner's statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed on the title report must be the same as the owner indicated on the plat.
- When two or more adjoining final plats are submitted for approval at the same time, engineer must develop a system acceptable to the City for ensuring that courthouse recordation data for adjoining subdivisions and easements is recorded on each plat



before filing. Do not leave these items blank at filing time.

- City Ordinance No. 1023 establishes a fee, in the amount of one percent (1%) of the direct construction cost (not including engineering, survey, testing and contingencies) of streets, drainage, water, and sanitary sewer facilities for new subdivisions, payable prior to final plat approval. This will apply to all projects, not subject to prior developer agreements, which have preliminary plats submitted after September 22, 2001. Intent of this fee is to partially recover the City's expenses in providing inspection services for these projects
- City Ordinance No. 1023 also includes a \$200.00 fee for second or more check of plats and construction drawings. This fee is imposed when city-requested corrections are not made or discussed with City personnel. This fee is due with resubmission of the corrected plat or drawing.
- Street address assignments will be made by the City. Be wary of addresses provided by utility companies because they may not be consistent with City of Pearland addressing system. Street address numbers in Pearland increase going south and west from imaginary zero baselines north and east of Pearland. Adherence to this numbering system is important because it will be used in dispatching emergency vehicles.
- Compare written legal description (names of surveys and abstract numbers) and bearing and distances (metes and bounds) to those noted on the plat boundary for agreement.
- Provide evidence of Brazoria Drainage District No. 4 (BDD No. 4) approval of drainage plans. BDD No. 4 must sign approval of all plats not within the City of Pearland.
- Confirm that plat is tied to a well-established point for plats inside the City Limits or to a survey corner if outside the City Limits.
- Show widths of all proposed streets with curve data, bearings, and tangent lengths. Indicate width of right-of-way being dedicated on adjoining streets or roads.
- Provide payment of parkland fees (\$750.00 per dwelling unit) or indicate dedication of sufficient parkland with approval of Pearland Parks and Recreation Director for residential plats.
- Provide approval letters from all utility companies (electric, telephone, gas, cable TV). If property is located in our ETJ and in a Municipal Utility District (MUD), include an approval letter from MUD stating that they have sufficient water and wastewater capacity to serve the project and that the easements provided on the plat are adequate for their use.

h. Sign Notification

Sign notification is not required for Development Plats.

j. Additional Information



1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION *(if not noted in the surveyor's signature block)*

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X *(or Northing)* = Y *(or Easting)* = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone "____" (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS

Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The



responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. **ACCESS (COMMERCIAL ONLY)**

Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. **ACCESS (RESIDENTIAL WHEN APPLICABLE)**

Access rights to driveways are hereby granted to all adjoining residential properties.

i. **BUILDING ELEVATIONS**

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. **DRAINAGE**

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. **MUNICIPAL UTILITY DISTRICT**

This property is located wholly within Municipal Utility District No. ____.

l. **VISIBILITY landscaping**

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. **DRIVEWAYS**

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. **Utility Letters**

Obtain utility service letters that verify availability from the applicable utility service provider.

a. **COMCAST (CABLE)**

Relocate & Permit Specialist

713.341.8676

b. **AT&T PEARLAND & ETJ (up to Clear Creek)**

713.943.4929 or 281.561.4609

c. **CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)**



713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Development Plat Fee Schedule

\$1,0000.00 filing fee plus either:

- \$8.00 per designated lot, tract, or building site for residential purpose lots or dwelling units where lots are not designated on the plat, or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.
 - Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland
- \$60.00 for delivery to Manvel
- \$90.00 for delivery to Angleton
- \$80.00 for delivery to Harris County
- \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Brazoria County

- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate

Fort Bend County

- \$100.00 per page



- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates

Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates

Master Plat

a. Introduction

The purpose of a Master Plat shall be to delineate the sequence and timing of development within a proposed subdivision, where the tract to be developed is part of a larger parcel of land owned or controlled by the applicant, in order to determine compliance with the City's Comprehensive Plan and the availability and capacity of public improvements needed for the subdivision and the larger parcel. A Master Plat shall be required for any division of land where proposed development of the tract is to occur in phases. A Master Plat also shall be required for land in a Planned Development (PD) zoning district or as part of a development agreement.

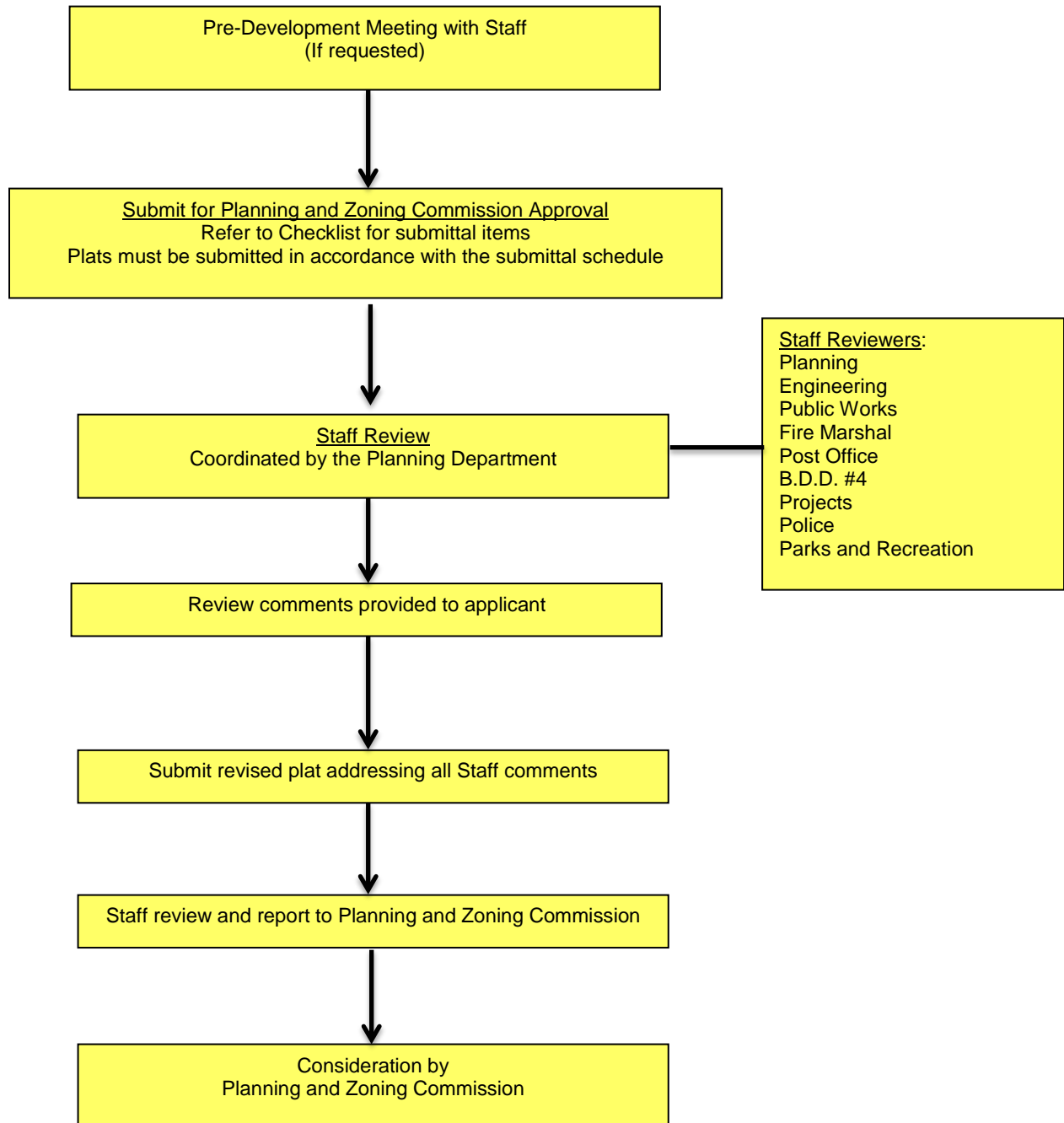
b. Approval Process

Approval of a Master Plat occurs through the following process.

1. Meet with staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff sends report to Planning and Zoning Commission.
7. Review and action by Planning and Zoning Commission.
8. Recordation of Final Plat.



c. Flowchart – Master Plat





d. Criteria for Approval

1. The Master Plat is consistent with all zoning requirements for the property, and any approved development agreement;
2. The proposed provision and configuration of roads, water, wastewater, drainage and park facilities are adequate to serve each phase of the subdivision and generally meets the standards of this Chapter 3;
3. The schedule of development is feasible and prudent, and assures that the proposed development will progress to completion within the time limits proposed; and
4. If the land lies within a Planned Development (PD) zoning district or is subject to a Cluster Development Plan, the proposed Master Plat conforms to the PD and is consistent with the incorporated Design Plan, or is consistent with the approved Cluster Development Plan;
5. The location, size and sequence of the phases of development proposed assures orderly and efficient development of the land subject to the plat;
6. Where the proposed development is located in whole or in part in the extraterritorial jurisdiction of the City and is subject to an inter-local agreement under Texas Local Government Code, Chapter 242, or is located within a drainage district, the proposed Master Plat meets any county or drainage district standards to be applied under the agreement or district rules.
7. The Master Plat is consistent with the adopted Comprehensive Plan, except where application of the Plan conflicts with State law.

e. Conditions for Approval

In addition to any other conditions required for the plat to conform to the standards of the Unified Development Code, the Planning and Zoning Commission may condition approval on exclusion of land from the plat or adjustments in the proposed sequence or timing in the proposed phases of the development.

f. Expiration

Expiration of the Master Plat shall be five (5) years from the date a complete application is officially filed, unless otherwise governed by the schedule of development approved by the Planning and Zoning Commission. The subdivider shall submit and receive approval for a Preliminary Subdivision Plat or Preliminary Development Plat, where applicable, for the first and all subsequent phases of the Master Plat within the time limits prescribed in the approved phasing schedule. Failure to meet a platting deadline included in the phasing schedule shall result in the expiration of the Master Plat for that and all subsequent phases of the subdivision. Expiration of the Preliminary Subdivision Plat, Preliminary Development Plat, Final Subdivision Plat, or Development Plat for any phase of the Master Plat shall result in the expiration of the Master Plat for all phases for which any type of preliminary plat has not been approved.



g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- Complete the Plat Submittal Application.
- Flash drive with CAD file and PDF of submitted plat in addition to two (2) printed copies of the plat. Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch.
- Is this plat located in an area certified for utility service by the City of Pearland by the State of Texas under the City's Certificate of Convenience and Necessity (CCN)? If not, do arrangements need to be made with another utility provider?
- If utility service from the City of Pearland is desired, make sure that the area to be platted is within the Pearland City Limits.
- Show city limits and/or county line on the plat if it passes through or adjoins the platted area; also show it on the vicinity map. Indicate which portion of the platted area is within the city.
- Include a scaled drawing of landscape plan sealed by a landscape architect or engineer showing all landscaping, amenities, utility locations and easements, right-of-way and reserves.
- Is the plat subject to requirements of one of the City's corridor overlay districts?
- If utility extensions are required, check with City of Pearland Projects Department 281.652.1657 to determine whether City wishes to pay for any oversizing. Also ask if the project is within an area required to pay pro-rata charges for required utility extensions or upgrades, if City projects are being constructed within the immediate area, and if developer participation is required.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat in which MUD it is located.
- Check zoning classification of the property. If the property is zoned as a Planned Development District (PD), indicate on the plat the number of units, the density, and other relevant information from the PD. If the property is not zoned as a PD, indicate the number of lots and density on the plat. If property has no zoning because it is within Pearland area of extra-territorial jurisdiction (ETJ), indicate this by a note on the plat.
- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, or otherwise rendered illegible by other items such as easement



lines, other writing, arrows, floodplain limits, contour lines, etc.

- Title block should include the words “CITY OF PEARLAND” if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).
- Parkland may be dedicated, with the approval of the City of Pearland Parks and Recreation Director, at the rate of one acre for each 50 dwelling units within the City Limits. If such parkland is not deemed acceptable, payment of a parkland fee at the rate of \$750.00 per dwelling unit will be required prior to final plat approval.
- If any portion of the property being platted lies within “Special Flood Hazard Areas Inundated by 100-Year Flood” as defined by current Federal Emergency Management Agency (FEMA) maps for the City of Pearland, Brazoria, Harris, or Fort Bend County, show limits of such areas, floodway areas, base flood elevation (if determined) with year of adjustment, map reference, and Zone designations. Limits of shaded Zone X (500-year floodplain) need not be shown.
- Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.
- Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
- Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E.s are required adjacent to all street rights-of-way and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
- A preliminary drainage plan may be required with the Master Plat.
- All tracts or lots must have access to a public street. If streets are private, indicate them as access easements (public and private) for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
- Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation if the drawing is later reduced or enlarged. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the sheet.
- Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water sewer easements (W.S.E.). This is required to promote safety and prevent disruption of dry utilities by city crews performing repair work in the future.
- Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major



intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (F.M. 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. The purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.

- Check Figure 7.2 entitled “Thoroughfare Plan – Pearland Planning Area” in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
- Make sure that plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document any deviations.
- Show contours (two minimum, with year of adjustment) on master plats to indicate the direction of drainage flow through the entire development. Spot elevations at 25-foot intervals in both directions may be shown if property has less than one-foot elevation difference.
- Date should be current. Each submittal should have a new date.
- Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with zoning of the property.
- Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
- Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer.
- Street jogs with centerline offsets less than 125 feet shall be avoided.
- Plats should depict all existing driveways and streets (platted or unplatted) intersecting both sides of adjoining streets within 75 feet – 350 feet (depending upon roadway classification) of development limits. Offsets of proposed driveways and platted and unplatted streets from existing streets or driveways should be in accordance with the City of Pearland Engineering Design Criteria Manual.
- Indicate proposed phasing of the project on the plat.
- Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
- Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
- Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in upper corner using a landscape view.
- Ensure that the stated number of lots and blocks in the plat title match the plat



drawing.

- Confirm that the number of individual reserves and acreage stated on the plat is correct. Check alphabetical listing and that a reserve's purpose is listed where applicable.
- Area to be platted should be drawn in heavy lines with overall dimensions and bearings. Lines outside the plat boundaries should be dashed.
- Show all existing structures, storm and sanitary sewers, water mains, culverts, pipelines or other underground and overhead utilities within or immediately adjacent to the plat. The pipe material, size, grades, and location must be indicated.
- Master plat must contain a proposed plan of the development with any streets, lots, alleys, easements, and parkland dedication defined with principal dimensions.
- Submit master plats in Pearland ETJ also to Brazoria County Engineer's Office, Assistant County Engineer at 281.756.1265.
- Check to see that blocks and lots are numbered consecutively.
- All streets shall have a minimum right-of-way width of 50 feet and all cul-de-sacs shall have a right-of-way radius of at least 50 feet. If there are any dead-end streets on the plat, check if they exceed the limit of 600 feet in length. If so, the paving width will have to be increased from the standard 28 feet. A turnaround with an outside roadway diameter of at least 80 feet shall be provided. Check to see that no block length measured along the center of the block exceeds 1,200 feet. The maximum block length along a major thoroughfare may be up to 1,600 feet.
- If any major streets are part of the plat, ensure that the centerline radius is at least 2,000 feet unless a formal exception is granted from the City.
- If any dead-end private streets are platted, ensure that they do not extend further than 600 feet from the nearest centerline of the intersecting public or private street measured along the centerline of said private street to the center of the circular turnaround.
- Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary from the Commission.
- Indicate city limits and county line if either adjoins or intersects the proposed platted area. Indicate which portion of the plat lies within the City of Pearland.
- Provide drainage report and traffic impact study.

h. Sign Notification

Sign notification is not required for Master Plats.

i. Additional Information

1. Standard Subdivision Plat Notes



Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION (*if not noted in the surveyor's signature block*)

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X (*or Northing*) = Y (*or Easting*) = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone "____" (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS

Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. ACCESS (*COMMERCIAL ONLY*)



Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. **ACCESS (RESIDENTIAL WHEN APPLICABLE)**

Access rights to driveways are hereby granted to all adjoining residential properties.

i. **BUILDING ELEVATIONS**

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. **DRAINAGE**

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. **MUNICIPAL UTILITY DISTRICT**

This property is located wholly within Municipal Utility District No. ____.

l. **VISIBILITY landscaping**

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. **DRIVEWAYS**

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. **Utility Letters**

Obtain utility service letters that verify availability from the applicable utility service provider.

a. **COMCAST (CABLE)**

Relocate & Permit Specialist

713.341.8676

b. **AT&T PEARLAND & ETJ (up to Clear Creek)**

713.943.4929 or 281.561.4609

c. **CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)**

713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. **Master Plat Fee Schedule**



\$600.00 filing fee plus either:

- \$6.00 per designated lot, tract, or building site for residential purpose lots or dwelling units where lots are not designated on the plat, or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.
 - Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland
- \$60.00 for delivery to Manvel
- \$90.00 for delivery to Angleton
- \$80.00 for delivery to Harris County
- \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Brazoria County

- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate

Fort Bend County

- \$100.00 per page
- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates



Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates

Amending Plat

a. Introduction

Amending Plats apply only if a property owner seeks to change a portion of a plat that has been filed of record with the county or a recorded covenant or restriction applicable to such plat. The purpose of an amending plat is to provide an expeditious means of making minor revisions to a recorded plat consistent with provisions of state law. Examples of minor revisions include correcting an error in a course or distance; correcting a property description; correcting a clerical error; etc.

b. Approval Process

Approval of an Amending Plat occurs through the following process.

1. Meet with staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff reviews resubmitted application.
7. Administrative approval and recordation of signed mylars.

c. Criteria for Approval

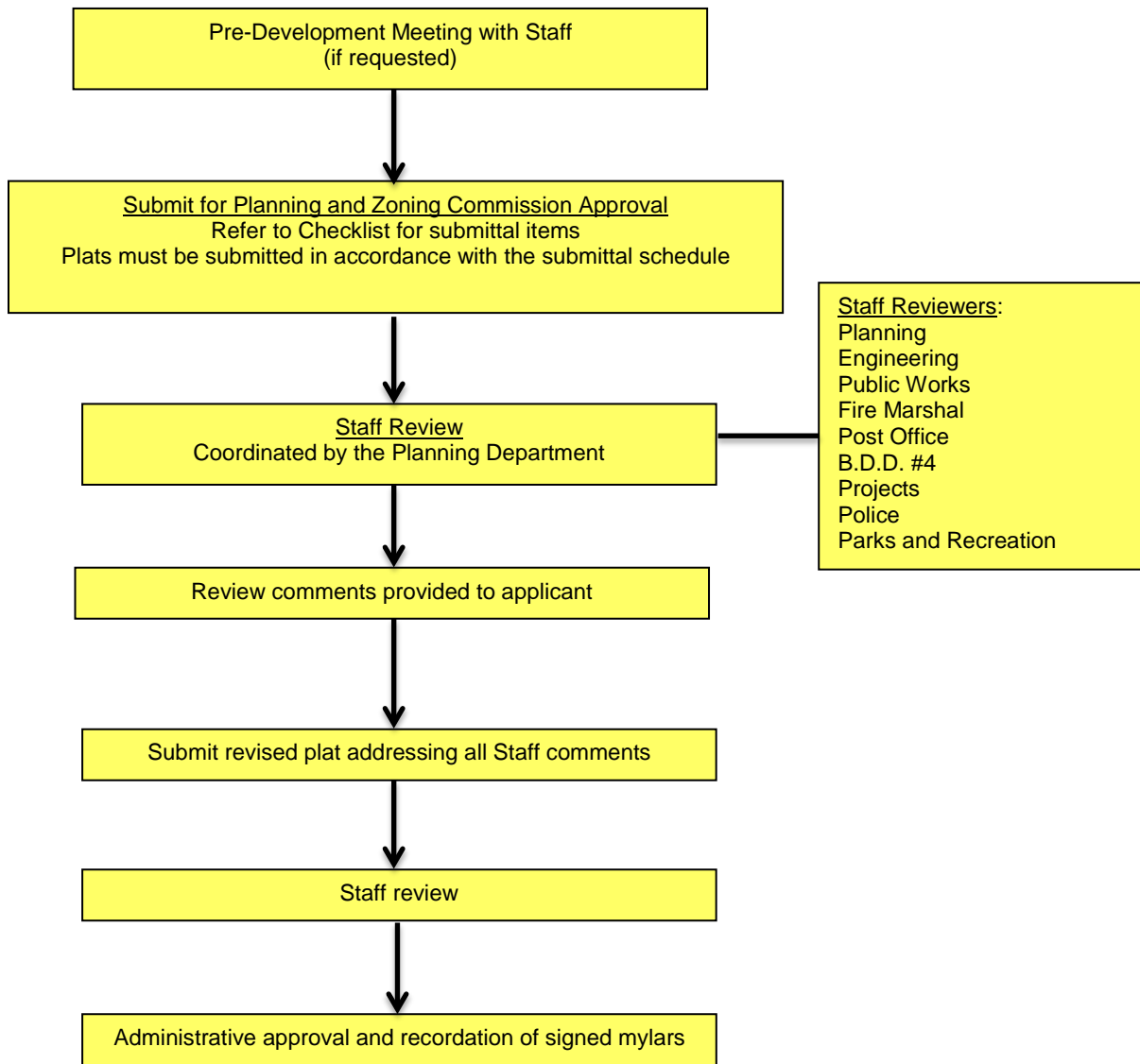
1. The amending plat makes only those changes to the recorded plat that are allowed under Subsection (b);
2. If a correction in courses and distances of lot lines between two adjacent lots is proposed:
 - a. Both lot owners join in the application for amending the plat;
 - b. Neither lot is abolished;
 - c. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
 - d. The amendment does not have a material adverse effect on the property rights of the owners in the plat.



-
3. If relocation of one or more lot lines between one or more adjacent lots is proposed:
 - a. The owners of all those lots join in the application for amending the plat;
 - b. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
 - c. The amendment does not increase the number of lots.
 4. If four (4) or fewer lots are proposed to be added to a subdivision:
 - a. The changes do not affect compliance with applicable zoning and other regulations of the City;
 - b. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
 - c. The area covered by the changes is located in an area that the City Council has approved, after a public hearing, as a residential improvement area.
 - d. If lots fronting on an existing street are to be replatted:
 - i. The owners of all those lots join in the application;
 - ii. The amendment does not attempt to remove recorded covenants or restrictions;
 - iii. The amendment does not increase the number of lots; and
 - iv. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.
- e. Conditions of Approval**
- Staff, or the Planning and Zoning Commission on appeal, may approve an application for an Amending Plat with conditions.
- f. Expiration**
- Approval of an amending plat shall expire if the plat is not submitted for recordation within the time period specified for recordation of a Final Subdivision Plat.
- g. Sign Notification**
- Sign notification is not required for Amending Plats.



h. Flowchart – Amending Plat





i. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate “not applicable” (N/A).

- Complete the Plat Submittal Application.
- Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch. Brazoria County requires that plats to be recorded have the ink work on the front of the white mylar plat.
- Owner’s name listed on owner’s certificate must be the same as that which appears on the notary’s statement, title block, and the title report. If not, owner listed on title report must sign off on final plat in the same manner as a lender. Releases from all lienholders listed in the title report must be included on final plats. Lienholders usually appear in Schedule C of the title report.
- Plats to be filed in Brazoria County should show the area of each lot (in square feet or acres) in tabular form on the plat.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat with a note in which MUD it is located.
- Provide a separate table indicating the frontage of each residential lot at the front building line.
- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, etc.
- Title block should include the words “CITY OF PEARLAND” if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).
- On plats of ten acres or more, provide NAD 83 tie to Texas State Plane Coordinate System (South Central). Provide coordinates for minimum of two points on or within the boundary of each plat. Indicate if they are surface or grid, and provide a combined adjustment factor.
- Show year of adjustment on benchmarks. Use standard (listed) City of Pearland benchmarks obtained from the Engineering Department at 281.652.1637. Pearland will list new benchmarks with proper demonstration of validity. In flood hazard areas, equate to referenced FIRM year of adjustment in the most recent FEMA mapping.
- Continuous streets with major change in direction (more than 45 degrees) should



have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.

- Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
- Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights-of-way, and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
- Streetlights normally should be placed at street intersections, in eyebrows (thumbnails) and cul-de-sac bulbs, be 200 feet apart, and preferably at lot lines. Use different symbols to distinguish between existing and proposed streetlights. Indicate streetlights to be maintained (and light bills paid) by an entity other than the City (such as a homeowner's association) with a different symbol. Provide a note indicating the number of each type of streetlight.
- Temporary Bench Mark (T.B.M.) must be on site or immediately adjacent to the project and have its description and elevation, with year of adjustment, written and location plotted on plats and plans.
- Provide a 16-foot utility easement (8-foot centered on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.
- All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easements/private access easements). These are access easements for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
- Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the sheet.
- Do not show contour lines, structures, utilities and other improvements, anything future, preliminary or proposed, and physical features (other than marked property corners, bench marks, and streetlights) on final plats. Provide a separate drawing showing any existing structures and proposed lot lines for replats, amending plats, and minor plats.
- Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water/sanitary sewer easements (W.S.E.).



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- Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary.
 - Sidewalks placed outside of right-of-way must be placed in a ten-foot wide public use easement and may be located within a water and sewer easement.
 - Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
 - Check Figure 7.2 entitled “Thoroughfare Plan – Pearland Planning Area” in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
 - All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of the cul-de-sac.
 - Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document deviations.
 - Subdivision data for a final plat is also to be submitted on a computer disk (Autocad version) for incorporation into the City’s Geographic Information System (GIS). For detailed requirements, contact the Engineering Department at 281.652.1637.
 - Date should be current. Each submittal should have a new date.
 - Surveyor must certify and show on final plat that all exterior corners were found or set. Interior lot corners should also be set if no construction is proposed. Boundary monuments must be certified by surveyor as set or found on final plats.
 - Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner’s statement.
 - Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.



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- Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
 - Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
 - If offsite easements are required, they must be filed and courthouse recordation data shown on final plat prior to recordation. Do not use the terms "D.B.S.I." or "By Others."
 - When interior sections of large subdivisions are platted, plats providing access right-of-way to a public street must be recorded prior to recordation of final plats for such interior subdivisions. Provide appropriate recordation data on the plat.
 - Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
 - Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in an upper corner using a landscape view.
 - Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
 - Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of way widths.
 - Surveyor's signature and seal should be dated on final plats.
 - Provide dated signatures for owners, notaries, and lienholders.
 - State the purpose of the amending plat within a lined block above the title of the plat.
 - Indicate City Limits and/or County Line if it adjoins or intersects the proposed subdivision. Indicate which portion of the plat lies within the City of Pearland.
 - If the owner is not an individual, the owner's statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed on the title report must be the same as the owner indicated on the plat.
 - When two or more adjoining final plats are submitted for approval at the same time, engineer must develop a system acceptable to the City for ensuring that courthouse recordation data for adjoining subdivisions and easements is recorded on each plat before filing. Do not leave these items blank at filing time.
 - City Ordinance No. 1023 establishes a fee, in the amount of one percent (1%) of the direct construction cost (not including engineering, survey, testing and contingencies) of streets, drainage, water, and sanitary sewer facilities for new subdivisions, payable prior to final plat approval. This will apply to all projects, not



subject to prior developer agreements, which have preliminary plats submitted after September 22, 2001. Intent of this fee is to partially recover the City's expenses in providing inspection services for these projects.

- City Ordinance No. 1023 also includes a \$200.00 fee for second or more check of plats and construction drawings. This fee is imposed when city-requested corrections are not made or discussed with City personnel. This fee is due with resubmission of the corrected plat or drawing.
- Street address assignments will be made by the City. Be wary of addresses provided by utility companies because they may not be consistent with City of Pearland addressing system. Street address numbers in Pearland increase going south and west from imaginary zero baselines north and east of Pearland. Adherence to this numbering system is important because it will be used in dispatching emergency vehicles.
- Compare written legal description (names of surveys and abstract numbers) and bearing and distances (metes and bounds) to those noted on the plat boundary for agreement.
- Provide evidence of Brazoria Drainage District No. 4 (BDD No. 4) approval of drainage plans. BDD No. 4 must sign approval of all plats not within the City of Pearland.
- Confirm that plat is tied to a well-established point for plats inside the City Limits or to a survey corner if outside the City Limits.
- Show widths of all proposed streets with curve data, bearings, and tangent lengths. Indicate width of right-of-way being dedicated on adjoining streets or roads.
- Provide payment of parkland fees or indicate dedication of sufficient parkland with approval of Pearland Parks and Recreation Director.
- Provide approval letters from all utility companies (electric, telephone, gas, cable TV). If property is located in our ETJ and in a Municipal Utility District (MUD), include an approval letter from MUD stating that they have sufficient water and wastewater capacity to serve the project and that the easements provided on the plat are adequate for their use.
- Make sure that all lienholders listed in the title report have signed the plat.
- Provide a current title report less than 60 days old.
- Provide a current tax certificate for the property being platted. Tax due dates vary depending on County. Please contact appropriate County (Brazoria, Harris, or Fort Bend) prior to submitted to verify current tax due dates.
- Provide final restrictive covenants.
- Provide evidence of approval of drainage report, construction plans and specifications, and traffic impact study. Acceptance of constructed improvements



by the City Engineer or posting of performance bond in a form acceptable to the City attorney shall be provided.

- Include \$750.00 fee for review of Traffic Impact Analysis (TIA) if required.

j. Additional Information

1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION *(if not noted in the surveyor's signature block)*

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X *(or Northing)* = Y *(or Easting)* = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone "____" (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS



Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. ACCESS (COMMERCIAL ONLY)

Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. ACCESS (RESIDENTIAL WHEN APPLICABLE)

Access rights to driveways are hereby granted to all adjoining residential properties.

i. BUILDING ELEVATIONS

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. DRAINAGE

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. MUNICIPAL UTILITY DISTRICT

This property is located wholly within Municipal Utility District No. ____.

l. VISIBILITY landscaping

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. DRIVEWAYS

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. Utility Letters

Obtain utility service letters that verify availability from the applicable utility service provider.

a. COMCAST (CABLE)

Relocate & Permit Specialist

713.341.8676

b. AT&T PEARLAND & ETJ (up to Clear Creek)



713.943.4929 or 281.561.4609

c. CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)

713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Amending Plat Fee Schedule

\$600.00 filing fee plus either:

- \$6.00 per lot increase (increase in the number of lots limited to six (6) or fewer), or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.
 - Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland
- \$60.00 for delivery to Manvel
- \$90.00 for delivery to Angleton
- \$80.00 for delivery to Harris County
- \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Brazoria County

- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate



Fort Bend County

- \$100.00 per page
- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates

Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates

Minor Plat

a. Introduction

The purpose of a Minor Subdivision Plat is to simplify divisions of land under certain circumstances by authorizing administrative approval of a plat. A minor plat is applicable when: 1. The proposed division results in four or fewer lots 2. All lots in the proposed subdivision front onto and existing public street 3. The plat does not require the extension of any municipal facilities to serve any lot within the subdivision.

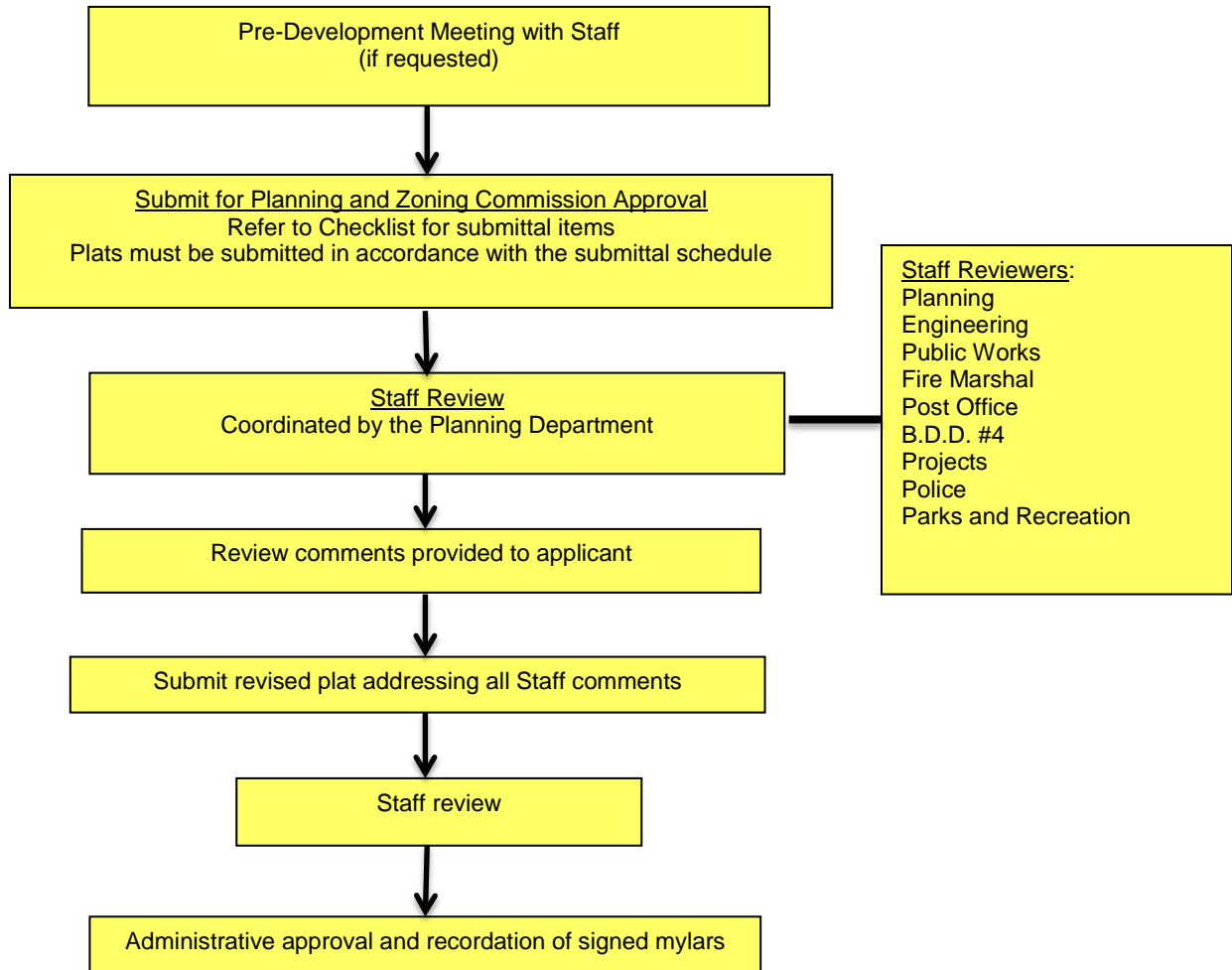
b. Approval Process

Approval of a Minor Plat occurs through the following process.

1. Meet with staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff reviews resubmitted application.
7. Administrative approval and recordation of signed mylars.



c. Flowchart – Minor Plat





d. Criteria for Approval

1. The Minor Plat is consistent with all zoning requirements for the property, all other requirements of the Unified Development Code that apply to the plat, and any approved development agreement;
2. All lots to be created by the plat already are adequately served by all required City utilities and services;
3. The ownership, maintenance, and allowed uses of all designated easements have been stated on the plat; and
4. The plat does not require the extension of any municipal facilities to serve any lot within the subdivision.

e. Conditions of Approval

Staff, or the Planning and Zoning Commission on appeal, may approve an application for a Minor Plat with conditions.

f. Expiration

The approval of a Minor Subdivision Plat application shall remain in effect for a period of two (2) years from the date of final approval. If the Minor Subdivision Plat has not been recorded within the two (2) year period, the Minor Subdivision Plat approval shall expire and the plat shall be deemed null and void.

g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat.
Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- Complete the Plat Submittal Application.
- Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch. Brazoria County requires that plats to be recorded have the ink work on the front of the white mylar plat.
- Owner's name listed on owner's certificate must be the same as that which appears on the notary's statement, title block, and the title report. If not, owner listed on title report must sign off on final plat in the same manner as a lender. Releases from all lienholders listed in the title report must be included on final plats. Lienholders usually appear in Schedule C of the title report.
- Plats to be filed in Brazoria County should show the area of each lot (in square feet or acres) in tabular form on the plat.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat with a note in which MUD it is located.



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- Provide a separate table indicating the frontage of each residential lot at the front building line.
 - A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, etc.
 - Title block should include the words "CITY OF PEARLAND" if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).
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 - Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.
 - Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
 - Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights-of-way, and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
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 - Temporary Bench Mark (T.B.M.) must be on site or immediately adjacent to the project and have its description and elevation, with year of adjustment, written and location plotted on plats and plans.
 - Provide a 16-foot utility easement (8-foot centered on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.



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- All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easements/private access easements). These are access easements for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
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 - Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary.
 - Sidewalks placed outside of right-of-way must be placed in a ten-foot wide public use easement and may be located within a water and sewer easement.
 - Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
 - Check Figure 7.2 entitled "Thoroughfare Plan – Pearland Planning Area" in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
 - All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of the cul-de-sac.
 - Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document deviations.



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- Subdivision data for a final plat is also to be submitted on a computer disk (Autocad version) for incorporation into the City's Geographic Information System (GIS). For detailed requirements, contact the Engineering Department at 281.652.1637.
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 - Surveyor must certify and show on final plat that all exterior corners were found or set. Interior lot corners should also be set if no construction is proposed. Boundary monuments must be certified by surveyor as set or found on final plats.
 - Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner's statement.
 - Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.
 - Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.
 - Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
 - If offsite easements are required, they must be filed and courthouse recordation data shown on final plat prior to recordation. Do not use the terms "D.B.S.I." or "By Others."
 - When interior sections of large subdivisions are platted, plats providing access right-of-way to a public street must be recorded prior to recordation of final plats for such interior subdivisions. Provide appropriate recordation data on the plat.
 - Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
 - Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in an upper corner using a landscape view.
 - Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
 - Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
 - Surveyor's signature and seal should be dated on final plats.
 - Provide dated signatures for owners, notaries, and lienholders.



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- State law requires a public hearing for replats. Please include this in your request for a replat. The purpose of the replat should be stated within a lined block above the title of the plat.
 - Indicate City Limits and/or County Line if it adjoins or intersects the proposed subdivision. Indicate which portion of the plat lies within the City of Pearland.
 - If the owner is not an individual, the owner's statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed on the title report must be the same as the owner indicated on the plat.
 - When two or more adjoining final plats are submitted for approval at the same time, engineer must develop a system acceptable to the City for ensuring that courthouse recordation data for adjoining subdivisions and easements is recorded on each plat before filing. Do not leave these items blank at filing time.
 - City Ordinance No. 1023 establishes a fee, in the amount of one percent (1%) of the direct construction cost (not including engineering, survey, testing and contingencies) of streets, drainage, water, and sanitary sewer facilities for new subdivisions, payable prior to final plat approval. This will apply to all projects, not subject to prior developer agreements, which have preliminary plats submitted after September 22, 2001. Intent of this fee is to partially recover the City's expenses in providing inspection services for these projects.
 - City Ordinance No. 1023 also includes a \$200.00 fee for second or more check of plats and construction drawings. This fee is imposed when city-requested corrections are not made or discussed with City personnel. This fee is due with resubmission of the corrected plat or drawing.
 - Street address assignments will be made by the City. Be wary of addresses provided by utility companies because they may not be consistent with City of Pearland addressing system. Street address numbers in Pearland increase going south and west from imaginary zero baselines north and east of Pearland. Adherence to this numbering system is important because it will be used in dispatching emergency vehicles.
 - Compare written legal description (names of surveys and abstract numbers) and bearing and distances (metes and bounds) to those noted on the plat boundary for agreement.
 - Provide evidence of Brazoria Drainage District No. 4 (BDD No. 4) approval of drainage plans. BDD No. 4 must sign approval of all plats not within the City of Pearland.
 - Confirm that plat is tied to a well-established point for plats inside the City Limits or to a survey corner if outside the City Limits.
 - Show widths of all proposed streets with curve data, bearings, and tangent lengths. Indicate width of right-of-way being dedicated on adjoining streets or roads.



-
- Provide payment of parkland fees or indicate dedication of sufficient parkland with approval of Pearland Parks and Recreation Director.
 - Provide approval letters from all utility companies (electric, telephone, gas, cable TV). If property is located in our ETJ and in a Municipal Utility District (MUD), include an approval letter from MUD stating that they have sufficient water and wastewater capacity to serve the project and that the easements provided on the plat are adequate for their use.
 - Make sure that all lienholders listed in the title report have signed the plat.
 - Provide a current title report less than 60 days old.
 - Provide a current tax certificate for the property being platted. Tax due dates vary depending on County. Please contact appropriate County (Brazoria, Harris, or Fort Bend) prior to submitted to verify current tax due dates.
 - Provide final restrictive covenants.
 - Provide evidence of approval of drainage report, construction plans and specifications, and traffic impact study. Acceptance of constructed improvements by the City Engineer or posting of performance bond in a form acceptable to the City attorney shall be provided.
 - Include \$750.00 fee for review of Traffic Impact Analysis (TIA) if required.

h. Sign Notification

Sign notification is not required for Minor Plats.

i. Additional Information

1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION *(if not noted in the surveyor's signature block)*



Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X (or *Northing*) = Y (or *Easting*) = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone "____" (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS

Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

g. ACCESS (*COMMERCIAL ONLY*)

Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

h. ACCESS (*RESIDENTIAL WHEN APPLICABLE*)

Access rights to driveways are hereby granted to all adjoining residential properties.

i. BUILDING ELEVATIONS

The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. DRAINAGE

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).



k. MUNICIPAL UTILITY DISTRICT

This property is located wholly within Municipal Utility District No. ____.

l. VISIBILITY landscaping

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. DRIVEWAYS

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. Utility Letters

Obtain utility service letters that verify availability from the applicable utility service provider.

a. COMCAST (CABLE)

Relocate & Permit Specialist

713.341.8676

b. AT&T PEARLAND & ETJ (up to Clear Creek)

713.943.4929 or 281.561.4609

c. CENTERPOINT ENERGY SURVEY & MAPPING (ELECTRIC AND GAS)

713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Minor Plat Fee Schedule

\$150.00 filing fee for a single lot with an existing home or business or \$600.00 filing fee plus either:

- \$6.00 per designated lot, tract, or building site for residential purpose lots or dwelling units where lots are not designated on the plat, or
- \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, multiple dwelling, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
 - \$200.00 for a second submittal.



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- Park dedication fee of \$750.00 per residential unit or 1 acre per 50 residential units, at the discretion of the City. Payment due prior to approval of the Final Plat.

4. Courier and Recordation Charges

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

- \$40.00 for delivery to Pearland
- \$60.00 for delivery to Manvel
- \$90.00 for delivery to Angleton
- \$80.00 for delivery to Harris County
- \$100.00 for delivery to Fort Bend

Recordation fees, as determined below, by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov for updated fees.

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- \$121.00 for the first page plus \$100.00 for each additional page
- \$2.00 for each additional certified copy
- \$26.00 for each affidavit
- \$26.00 for each tax certificate

Fort Bend County

- \$100.00 per page
- No cost for certified copies
- No cost for affidavits
- No cost for tax certificates

Harris County

- \$50.00 per sheet
- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates



Replat

a. Introduction

Replats apply only if a property owner seeks to change a portion of a plat that has been filed of record with the county or a recorded covenant or restriction applicable to such plat. A replat can be used to add or delete lots and must include the original subdivision and lot boundaries. If a replat is submitted for only a portion of a previously platted subdivision, the replat must reference the previous subdivision name and recording information, and must state on the replat the specific lots which have changed along with a detailed "Purpose for Replat" statement.

b. Approval Process

Approval of a Replat occurs through the following process.

1. Meet with staff.
2. Submit a complete application in accordance with the submittal schedule.
3. Staff reviews application.
4. Staff review comments sent to applicant.
5. Submit a revised plat addressing all staff comments.
6. Staff reviews resubmitted application.
7. Planning and Zoning Commission approval and recordation of signed mylars.

c. Criteria for Approval

The Replat of the subdivision shall meet all approval criteria for a Final Subdivision Plat.

d. Conditions of Approval

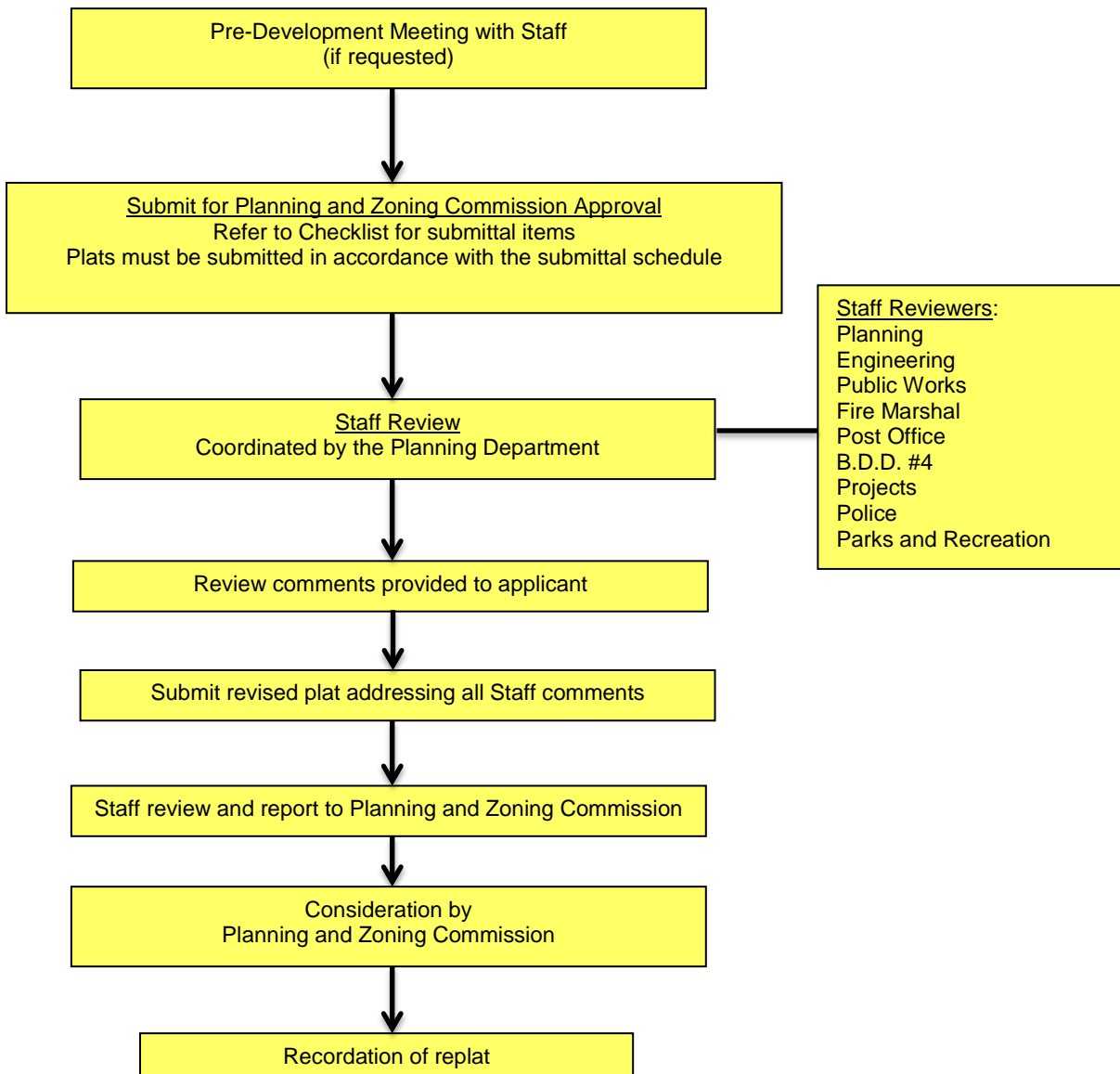
The Planning and Zoning Commission may approve an application for a Replat.

e. Expiration

There is no expiration for Replats.



f. Flowchart - Replat





g. Submittal Checklist

The following items need to be shown (or addressed) on the Plat. Initial before each item upon satisfactory completion or indicate "not applicable" (N/A).

- Complete the Plat Submittal Application.
- Prints of plats and overall layout plans submitted for review should be folded so that the title block, in the lower right corner, is face up. Rolled prints are not accepted. All plats and plans should be 24 inch X 36 inch. Brazoria County requires that plats to be recorded have the ink work on the front of the white mylar plat.
- Owner's name listed on owner's certificate must be the same as that which appears on the notary's statement, title block, and the title report. If not, owner listed on title report must sign off on final plat in the same manner as a lender. Releases from all lienholders listed in the title report must be included on final plats. Lienholders usually appear in Schedule C of the title report.
- Plats to be filed in Brazoria County should show the area of each lot (in square feet or acres) in tabular form on the plat.
- If the property being platted is within a Municipal Utility District (MUD), indicate on the plat with a note in which MUD it is located.
- Provide a separate table indicating the frontage of each residential lot at the front building line.
- A subdivision plat is easier to read and understand if each item on the plat (such as lot dimensions, street names, lot numbers, etc.) has its own unique letter and number size and font style. Make sure these items are not interrupted, covered over, obliterated, otherwise rendered illegible by other items such as easement lines, other writing, arrows, floodplain limits, etc.
- Title block should include the words "CITY OF PEARLAND" if the platted area lies within the Pearland City Limits at the time of platting. If not, indicate only the name of the County (Brazoria County, Harris County, or Fort Bend County).
- On plats of ten acres or more, provide NAD 83 tie to Texas State Plane Coordinate System (South Central). Provide coordinates for minimum of two points on or within the boundary of each plat. Indicate if they are surface or grid, and provide a combined adjustment factor.
- Show year of adjustment on benchmarks. Use standard (listed) City of Pearland benchmarks obtained from the Engineering Department at 281.652.1637. Pearland will list new benchmarks with proper demonstration of validity. In flood hazard areas, equate to referenced FIRM year of adjustment in the most recent FEMA mapping.



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- Continuous streets with major change in direction (more than 45 degrees) should have a change in street name. Provide a symbol, aligned with a lot line, indicating where the street name changes.
 - Side lot runs of water, storm or sanitary sewers need to be in accessible (20-foot wide) reserves, not side lot easements. They should be avoided whenever possible.
 - Water, sanitary, and storm sewers should lie wholly within street rights-of-way, not in water and sewer easements (W.S.E.). 10-foot W.S.E. are required adjacent to all street rights of way, and are primarily for perpetual construction/maintenance purposes. Provide 25-foot W.S.E. on major thoroughfares.
 - Streetlights normally should be placed at street intersections, in eyebrows (thumbnails) and cul-de-sac bulbs, be 200 feet apart, and preferably at lot lines. Use different symbols to distinguish between existing and proposed streetlights. Indicate streetlights to be maintained (and light bills paid) by an entity other than the City (such as a homeowner's association) with a different symbol. Provide a note indicating the number of each type of streetlight.
 - Temporary Bench Mark (T.B.M.) must be on site or immediately adjacent to the project and have its description and elevation, with year of adjustment, written and location plotted on plats and plans.
 - Provide a 16-foot utility easement (8-foot centered on each lot) along the rear lot line when the backs of the lots adjoin the backs of other lots. Otherwise, 14-foot rear utility easements are permissible with the entire 14 feet lying within the lots being platted.
 - All lots must have access to a public street. If streets are private, indicate them as P.U.E./P.A.E. (public utility easements/private access easements). These are access easements for agencies having jurisdiction for public safety, utility construction, operations, and maintenance. Spite strips or reserve strips controlling access to a public street are not allowed.
 - Plats should be shown in a standard Engineering scale (i.e. 1 inch = 20 feet, 1 inch = 40 feet) that shall not exceed 1 inch = 100 feet. Graphic scale should be shown above or below the written scale to avoid misinterpretation. Include a north arrow facing towards the top or left side of plat located in the upper right corner of the sheet.
 - Do not show contour lines, structures, utilities and other improvements, anything future, preliminary or proposed, and physical features (other than marked property corners, bench marks, and streetlights) on final plats. Provide a separate drawing showing any existing structures and proposed lot lines for replats, amending plats, and minor plats.
 - Dry utilities (electric, phone, gas, cable TV, etc.) should be placed in separate utility easements (U.E.) instead of street rights-of-way (R.O.W.) or water/sanitary sewer easements (W.S.E.).



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- Make sure that the names of City Staff on the plat are correct. The Planning and Zoning Commission chairperson is the only Commission member signature that is necessary.
 - Sidewalks placed outside of right-of-way must be placed in a ten-foot wide public use easement and may be located within a water and sewer easement.
 - Make sure that vicinity maps are to scale, depict current Pearland City Limits, and are placed in the upper right corner of the plat. Suggested scale is 1 inch = 1 mile. Obtain current City Limits from the Engineering Department at 281.652.1637. Each vicinity map should locate the outline of the project by showing the nearest major intersection and at least one of the following highways: I.H. 45, Beltway 8, Broadway (F.M. 518), Main Street (S.H. 35), S.H. 288, Manvel Road (F.M. 1128), Cullen Boulevard (FM 865). Do not show minor streets unless they adjoin or intersect the project site. Major creeks, canals, railroads, airports, and county lines may also be shown. Purpose of these maps is to assist persons not familiar with Pearland in locating the site. They should not include a maze of unlabeled streets.
 - Check Figure 7.2 entitled “Thoroughfare Plan – Pearland Planning Area” in the Pearland Comprehensive Plan to determine if additional right-of-way will be required for widening of existing or proposed streets.
 - All lots around cul-de-sacs shall be platted at the same time to facilitate street numbering. If reserve areas abut cul-de-sacs, continue 10-foot W.S.E. around end of the cul-de-sac.
 - Make sure that plans and plats submitted for any portion of a Planned Development (PD) are consistent with the approved agreements relating to elements of the development. Explain and document deviations.
 - Subdivision data for a final plat is also to be submitted on a computer disk (Autocad version) for incorporation into the City’s Geographic Information System (GIS). For detailed requirements, contact the Engineering Department at 281.652.1637.
 - Date should be current. Each submittal should have a new date.
 - Surveyor must certify and show on final plat that all exterior corners were found or set. Interior lot corners should also be set if no construction is proposed. Boundary monuments must be certified by surveyor as set or found on final plats.
 - Acreage areas in title block should be carried to at least four places reflecting error of closure obtained. Acreage and legal description in the title block should match that in the owner’s statement.
 - Do not place block numbers inside of reserve strips or areas. Unrestricted reserves are not allowed within the City of Pearland and proposed uses must be consistent with the current zoning of the property. Do not place reserve areas or raised medians within cul-de-sacs or eyebrows (thumbnails). Provide reserves for monument signs at entrance, if needed.
 - Explain all abbreviations in a legend on the same sheet as the plat. Do not use notes to explain the meaning of abbreviations.



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- Title block should include name, address, phone number and name of contact person for owner, surveyor, and engineer. The firm registration number should also be included as part of the title block.
 - If offsite easements are required, they must be filed and courthouse recordation data shown on final plat prior to recordation. Do not use the terms “D.B.S.I.” or “By Others.”
 - When interior sections of large subdivisions are platted; plats providing access right-of-way to a public street must be recorded prior to recordation of final plats for such interior subdivisions. Provide appropriate recordation data on the plat.
 - Show basis of bearings. Subdivision plats shall be compared to recorded adjoining plats for agreement (dimensions, bearings, easements, etc.).
 - Plats should be landscape view. If portrait view is necessary, title block should still be in lower right corner and vicinity map in an upper corner using a landscape view.
 - Do not place numbers, letters, lines, symbols, etc. on top of other numbers, letters, lines, symbols, etc. Check plats for legibility before submittal.
 - Show ownership of adjoining unplatted land (acreage). If adjoining land has been platted, show subdivision name, unit or phase, block and lot numbers, and streets with names and right-of-way widths.
 - Surveyor’s signature and seal should be dated on final plats.
 - Provide dated signatures for owners, notaries, and lienholders.
 - State law requires a public hearing for replats. Please include this in your request for a replat. The purpose of the replat or amending plat should be stated within a lined block above the title of the plat.
 - Indicate City Limits and/or County Line if it adjoins or intersects the proposed subdivision. Indicate which portion of the plat lies within the City of Pearland.
 - If the owner is not an individual, the owner’s statement must contain the name and title of the individual acting on behalf of the organization (corporation, partnership, etc.) owning the property being developed. Name listed on the title report must be the same as the owner indicated on the plat.
 - When two or more adjoining final plats are submitted for approval at the same time, engineer must develop a system acceptable to the City for ensuring that courthouse recordation data for adjoining subdivisions and easements is recorded on each plat before filing. Do not leave these items blank at filing time.
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- Compare written legal description (names of surveys and abstract numbers) and bearing and distances (metes and bounds) to those noted on the plat boundary for agreement.
- Provide evidence of Brazoria Drainage District No. 4 (BDD No. 4) approval of drainage plans. BDD No. 4 must sign approval of all plats not within the City of Pearland.
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- Show widths of all proposed streets with curve data, bearings, and tangent lengths. Indicate width of right-of-way being dedicated on adjoining streets or roads.
- Provide payment of parkland fees or indicate dedication of sufficient parkland with approval of Pearland Parks and Recreation Director.
- Provide approval letters from all utility companies (electric, telephone, gas, cable TV). If property is located in our ETJ and in a Municipal Utility District (MUD), include an approval letter from MUD stating that they have sufficient water and wastewater capacity to serve the project and that the easements provided on the plat are adequate for their use.
- Make sure that all lienholders listed in the title report have signed the plat.
- Provide a current title report less than 60 days old.
- Provide a current tax certificate for the property being platted. Tax due dates vary depending on County. Please contact appropriate County (Brazoria, Harris, or Fort Bend) prior to submitted to verify current tax due dates.
- Provide final restrictive covenants.
- Provide evidence of approval of drainage report, construction plans and specifications, and traffic impact study. Acceptance of constructed improvements by the City Engineer or posting of performance bond in a form acceptable to the City attorney shall be provided.



- Include \$750.00 fee for review of Traffic Impact Analysis (TIA) if required.

h. Sign Notification

Sign notification is required for Replats. See section 1.2.2.4 of the Unified Development Code (UDC).

i. Additional Information

1. Standard Subdivision Plat Notes

Include the following notes on the plat.

a. GENERAL

This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland. This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings references are to the Texas State Plane Coordinate System, South Central Zone.

b. LANDSCAPE/COMMON AREA MAINTENANCE

All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria/Harris/Fort Bend) County.

c. PROPERTY CORNER MONUMENTATION (if not noted in the surveyor's signature block)

Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street right-of-ways have not been monumented.

d. BENCHMARK

Description: (Include a detailed description of the benchmark marker and a detail description of the benchmark's location) X (or *Northing*) = Y (or *Easting*) = Datum: (Include what vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum of the FEMA FIRM or should provide the mathematical vertical elevation adjustment information) Elevation:

e. FLOODPLAIN

According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in Zone "____" (Areas determined to be within/outside of) the 100 year floodplain.

All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.

f. EASEMENTS



Any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holders(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.

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Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

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The minimum slab elevation for all buildings located within the boundaries of this plat shall be the higher of (1) either 12 inches above the top of curb elevation for a curb street or 12 inches above the elevation of the edge of the roadway if no curb exists, or (2) 12 inches above the 100 year floodplain water surface elevation for structures to be located within the 100 year floodplain.

j. DRAINAGE

Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and/or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).

k. MUNICIPAL UTILITY DISTRICT

This property is located wholly within Municipal Utility District No. ____.

l. VISIBILITY landscaping

All landscaping and structures, including fences at intersections shall conform to the City of Pearland and AASHTO site distance requirements for motorists.

m. DRIVEWAYS

Driveway requirements for the location, widths, and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the Chapter 7 of the City of Pearland Engineering Design Criteria Manual.

2. Utility Letters

Obtain utility service letters that verify availability from the applicable utility service provider.

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713. 207.6361 or 713.207.6380

jason.fabre@CenterPointEnergy.com Jason Fabre is in charge of east Pearland

david.jones@CenterPointEnergy.com David Jones is in charge of west Pearland

3. Replat Fee Schedule

- Residential Replat - \$650.00 filing fee plus \$6.00 per lot increase.
- Commercial Replat - \$600.00 filing fee plus \$30.00 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots and to be used for commercial, industrial, or multiple dwellings, or unrestricted uses.
- Miscellaneous platting fees:
 - \$200.00 for recheck of plat and associated Construction Drawing. Payment due upon or before resubmission of corrected plat or drawing.
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 - No cost for tax certificates

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- \$15.00 per sheet for certified copies
- \$10.00 for tax certificates



11. COMMERCIAL BUILDING PERMITS

a. Introduction

The City of Pearland has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the city staff can monitor growth and construction. Permits also allow the City to insure that commercial establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Pearland.

Permits may be easily obtained by following the guidelines in the attached sections, commercial or residential, and submitting the required information to the Permit Department, which is the only stop required for most permits.

b. Approval Process

1. Pre-Development Meetings

Pre-Development meetings provide a valuable opportunity to discuss your project with various City of Pearland department representatives. The meetings are typically held every Wednesday morning at 9:00 AM, 10:00 AM, and 11:00 AM. For more information regarding these meetings, please refer to Chapter 3 – Pre- Development Meetings.

2. General Contractor Requirements

Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability. The certificate must list the City of Pearland as the certificate holder.

3. Codes Adopted by our City

Building, plumbing, and mechanical codes are regulated by the 2015 International Codes with amendments for the building, plumbing, and fuel and gas codes. Electrical installations shall comply with the 2014 National Electrical Code (NEC) with City amendments, and 2015 IECC Energy Code.

4. City Requirements and Ordinances

- Land Use and Urban Development Ordinance
- Unified Development Code
- Engineering Design Criteria Manual

5. Permit Review Time

The review times for building permits and resubmittals are available on the City's website.



6. Impact Fees

Impact fees, sometimes called capital recovery fees, are charges that a city imposes on new development, additions of 1,000 square feet or more, and occupancy changes to generate revenue for funding or recouping the costs of capital improvements necessitated by and attributable to the development. Impact fees are figured based on the type of occupancy, and they are due at the time a building permit is issued.

7. Plan Check Fee

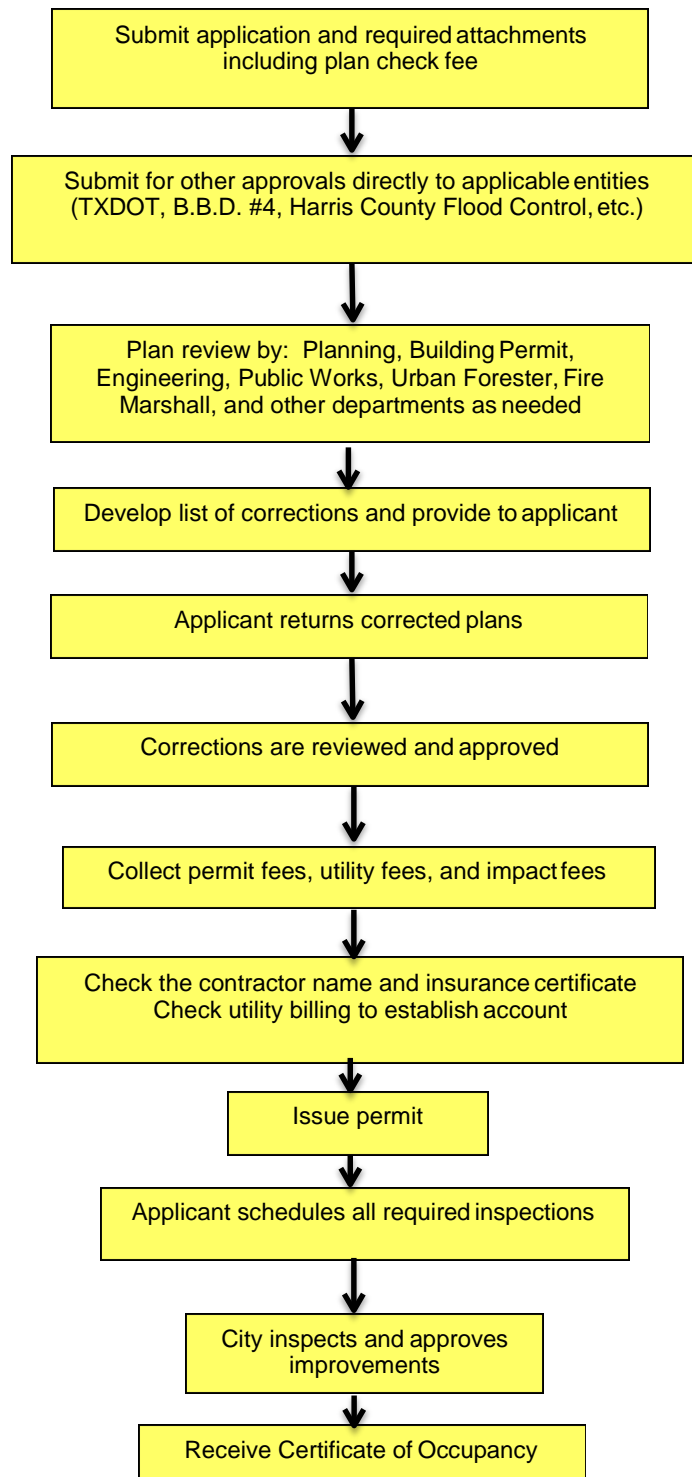
A plan check fee is required at the time that the plans are submitted. This fee is equal to half the amount of the permit fee and is charged in addition to permit fees.

8. Certificate of Occupancy

A certificate of occupancy is issued after all required permits have been issued and the requisite inspections are approved.



c. Flowchart





d. Permit Submission

1. Application For Permits

Applications for permits are paperless and all documents are required to be digitized. Permit documents (i.e. permit application, construction plans, energy code compliance, surveys, etc.) must be submitted in electronic, PDF format. Applying for the permit and up-loading the associated files is accomplished by logging into <http://etrakit.pearlandtx.gov/etrakit3>. An AEC registration is required to accomplish the online submission and may be attained by contacting a City of Pearland Permit Clerk. Permit submissions will be deemed incomplete without the items shown below.

- a. Building Permit Application
 - b. Complete plan set and/or drawings
 - c. Survey/Plot Plan
 - d. Demolition Plan (if applicable)
 - e. Floor plan showing layout with dimensions
 - f. Framing details
 - g. Foundation Plan
 - h. Tree survey/disposition
 - i. Elevations
 - j. Plan Check fee
 - k. Indication of compliance with wind load requirements (engineers wind load certification is required before framing approval)
 - l. Plans for electrical, HVAC, and plumbing
 - i. Third party energy code review
 - ii. Registration with TDLR for architectural barriers if project is over \$50,000
 - iii. Asbestos report (existing building renovation or demolition)
 - iv. Statement on plans of proposed occupancy and occupant load
- ### 2. Conformance with Applicable Codes
- a. Unified Development Code
 - b. 2015 International Codes and the 2014 National Electrical Code
 - c. Engineering Design Criteria Manual

e. Conditions of Approval

Commercial Building Permits cannot be approved with conditions.



f. Expiration

After a permit is issued, construction must begin within 180 days or the permit will expire. Extensions requested in writing may be granted at the discretion of the Building Official.

g. Checklists – Site Work and Prep Processing

1. Engineering
 - a. General Items
 - Include a north arrow and graphic scale on all plan sheets.
 - All plan sheets should be orientated such that north is either towards the top or to the right of the page.
 - Include a copy of the Plat as part of the Civil Plan Package.
 - Include an Existing Site Plan or a copy of the topographic survey as part of the Civil Plan Package.
 - All easements and setbacks shall be shown and clearly labeled on all plan sheets.
 - Engineer shall provide the City of Pearland with proof of acceptance of the development by any other municipal agencies (i.e. TXDOT, Harris County Flood Control District, Brazoria Drainage District 4, and Fort Bend County) that have jurisdiction over the subject tract and require review and approval of all or part of the design. No permit will be issued until such proof of approval has been provided to the City of Pearland.
 - b. Cover Sheet (All Civil Plans for commercial development shall include a Cover Sheet)
 - Project Title
 - A floodplain note that references the effective FEMA FIRM map number, the date of the map, and the Zone(s) that the subject site lies within. This note should also include reference any effective LOMRs that are relevant to the subject tract.
 - A note detailing which benchmark(s) and temporary benchmarks used as part of the survey of the subject site.
 - c. Site Plan
 - Clearly label all proposed buildings and existing buildings that are intended to remain. Note all proposed building footprint areas, including dumpster pad locations.
 - Clearly show the location of all building entrances and exits and handicap accessible parking stalls.



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- Label all paving area and note each pavement type.
 - Label all property lines and lot lines.
 - Label all adjacent properties, rights-of-way, and all easements.
 - General Site Plan Notes:
 - The contractor shall not dump any dirt or other materials onto a property being outside of the boundaries of this permitted project and within the City of Pearland city limits without a valid development/grading permit issued to the offsite property owner by the City of Pearland Engineering Department. If such dumping is to occur without a valid permit, the contractor shall be solely responsible for the removal of any discarded dirt or other materials to an approved location at the contractor expense.
 - Contractor shall adequately protect existing structures, utilities, trees, shrubs and permanent objects which are not scheduled to be removed as part of this project. Prior to the removal of any trees a clear and grub permit must be obtained from the Urban Forester 281.652.1983.
 - Contractor shall maintain access to residential and commercial properties adjacent to the work area at all times.
 - On all pavement to be removed, including concrete driveways and sidewalks, the pavement shall be saw cut to full depth prior to removal.
 - All work within City of Pearland rights-of-way or public easements shall be constructed in accordance with the City of Pearland specifications, accepted standards and approved details. The contractor is responsible for obtaining and understanding all relevant information prior to construction.
 - Contractor shall contact the City of Pearland Chief Engineering Inspector to either schedule a meeting or notify him of a previously scheduled pre-construction meeting. The pre-construction meeting shall be held a minimum of 48 hours prior to the start of construction.
 - The contractor is not authorized to operate water/sanitary infrastructure utilities, owned or operated by the City of Pearland. Contractor shall contact the City of Pearland Public Works Department to request City of Pearland Public Works authorized personnel to perform utility operations.
 - d. Dimension Control Plan
 - The plans shall clearly dimension all drive aisle widths, driveway width and radius returns, typical parking stalls lengths and widths, and turning radii along fire lane.
 - The building location shall be dimensionally located to a surveyed



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- property line.
- Include bearing and distance of all property lines and lot lines.
- e. Regional (Offsite) Drainage Area Map
- Include a Regional Drainage Area Map that shows at minimum 2-foot contours and drainage flow path arrows which illustrates the historic drainage area patterns of the areas surrounding the subject tract that may have an effect or be affected by the proposed development.
 - Design shall ensure that the development shall have no adverse effects to any properties adjacent to the subject tract.
- f. Onsite Drainage Area Map
- Include extreme event flow path arrows.
 - Include 5-year drainage calculations for the proposed development.
 - Include 100-year cumulative drainage calculations for all critical areas.
- g. Paving, Grading and/or Drainage Plan
- Grade site such that the extreme event runoff has an unobstructed flow path to the detention facility, which serve the proposed development.
 - Ensure all areas required to be handicap accessible are graded in accordance with all relevant ADA criteria. **Please provide TDLR Registration Number.**
 - Ensure all driveways are in conformance with the City of Pearland criteria.
 - No slope shall have a horizontal to vertical slope ratio steeper than 4 to 1. 5. Provide proof that proposed driveway culverts have sufficient capacity to serve the associative drainage. Driveway culverts shall extend to the end of the driveway radius return and shall include safety end treatments.
- h. Storm Water Pollution Prevention Plan
- Include filter fabric fencing in all locations required to ensure proper filtering of all storm water runoff during construction.
 - Include inlet protection for all existing and proposed inlets which will collect drainage from the subject tract during construction.
 - Include reinforced filter fabric fencing at 100-foot spacing along any roadside ditches adjacent to the subject tract.
 - Provide or locate a stabilized construction entrance.
- i. Detention Facilities
- Include all calculations related to the detention facilities either on the plans or in a report that accompanies the plan submittal.



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- Detention Pond side slopes shall not have a horizontal to vertical slope ratios steeper than 4 to 1.
 - Detention Ponds shall have a minimum freeboard depth of one (1) foot.
 - Ensure that all proposed detention facilities have an emergency overflow path that will direct all runoff in excess of the capacity of the detention facility towards the nearest right-of-way, drainage channel or area determined by the engineer to be appropriate and in conformance with historical drainage patterns.
- j. Existing Regional Detention Facilities
- Engineer must ensure that the regional detention facility was adequately sized to include the proposed development of the subject tract.
 - Engineer must ensure that the extreme event runoff has an unobstructed path to the regional detention facility.
 - If the regional detention pond was designed by others, then add information to the plans explaining the status of the detention for this project (i.e. existing or currently under construction.) Note the name of the engineering firm who designed the detention facilities, the project name, and the project number.
 - On-Line Storage / Detention Exemptions. Engineer must submit a drainage study, sealed by a qualified engineer, to the City of Pearland which details the justification of on-line storage or detention exemption and must provide the City of Pearland with proof that this study has been reviewed and approved by the municipal agency which maintains the receiving system. (i.e. Brazoria Drainage District 4 or Harris County Flood Control District).
- k. Project Within The 100-Year Floodplain
- Include cross-sections of critical areas of the site showing at a minimum the existing grade, the proposed grade, and the 100-year floodplain elevation.
 - Provide proof of reported floodplain fill volumes and mitigation volumes provided.
 - Include as part of the plans an exhibit, which shows the subject tract overlaid with the FEMA floodplain boundaries.

2. Urban Forester

a. Tree Survey

Submit a labeled Tree Survey that includes the following for all Protected Trees on the subject site, as well as those with 30 percent or more of the Critical Root Zone extending into the affected subject site. Tree Surveys must be as accurate as possible, but need not be certified. If there are no Protected Trees on the site, a letter sent to the Urban Forester, along with a notation written onto the



Landscape Plan that states why a survey is not required shall be submitted. A Tree Survey and Disposition Plan (Mitigation Plan if applicable) must be included with the plans submitted for review.

- Location: Methods for locating trees may vary depending on the project and number of trees. In most cases, measuring the distance to the center of the trunk from two (2) known points is a viable option.
- Diameter: The distance around the perimeter of the tree, measured at four and one-half (4.5) feet above the ground, divided by 3.142.
- Type: Tree types accurate to the species level and may be listed by the common name or botanical name. (i.e. Post Oak or *Quercus stellata*)
- Critical Root Zone: The area within a circle centered on the trunk location is known as the Critical Root Zone. The diameter is one-half (.5) the sum of the broadest and the narrowest canopy diameters.

b. Disposition Plan

Develop a Disposition Plan, which specifies how Protected Trees and their Critical Root Zones will be protected during development and pre-development activities. The Disposition Plan shall specify trees to be relocated, removed or replaced.

c. Mitigation Plan

- If applicable, develop a Mitigation Plan, which specifies how the removed Protected trees will be mitigated in accordance with the Unified Development Code (UDC). The options are as follows.
- On site mitigation of the total number of replacement inches calculated at the corresponding percentage for the total number of diameter inches removed. Replacement trees must be listed on the Tree Replacement Tree List in Appendix - A of the Criteria Manual and no less than two (2) inches to eight (8) inches in diameter, depending on the diameter of tree(s) removed.
- Off-site mitigation of the total number of replacement inches calculated at the corresponding percentage for the total number of diameter inches removed. Replacement trees must be listed on the Tree Replacement Tree List in Appendix - A of the Criteria Manual and no less than two (2) inches to eight (8) inches in diameter, depending on the diameter of tree(s) removed. Off-site mitigation must be approved by the City Manager or his designee and maintained for a minimum of one (1) year.
- Upon approval by the Director of Parks & Recreation or his designee, a payment into the Tree Trust Fund, calculated at a rate of two hundred dollars (\$200.00) per caliper inch of trees to be mitigated shall be made in accordance with the Replacement Percentages as shown in section "D" below.



d. Replacement Percentages

- Trees twelve (12) inches to twenty-four (24) inches in diameter are replaced at two hundred percent (200%) the diameter inch removed. Replacement trees must be a minimum of two (2) inches in diameter and found on the Tree Replacement List in Appendix – A.
- Trees twenty-five (25) inches to thirty-six (36) inches in diameter are replaced at three hundred percent (300%) the diameter inch removed. Replacement trees must be a minimum of six (6) inches in diameter and found on the Tree Replacement List in Appendix – A.
- Trees thirty-seven (37) inches in diameter or more are replaced at four hundred percent (400%) the diameter inch removed. Replacement trees must be a minimum of eight (8) inches in diameter and found on the Tree Replacement List in Appendix – A.

3. Fire Marshal

a. Commercial buildings shall comply with the 2015 International Fire Code (IFC) including appendices, City Ordinance No. 1211-2013 and Life Safety Code (NFPA 101).

- State the square footage of the building.
- State the primary use of the building.
- State the occupancy classification of the building.
- Provide information if there will be any medical gases, flammable, combustible, and/or hazardous material stored or handled in the building.
- State the construction type of the building
- Provide an estimated occupant load of the building.

b. Water Supply

- Water supply will need to meet the required fire flow (IFC appendix B, C) including number of hydrants and spacing. A 75 percent reduction is allowed on required fire flow if the building is sprinkled.
- Hydrant placement is measured along the fire apparatus access road.
- Hydrants need to be installed at least 40 feet from the building.
- Hydrants will need five (5) inch Storz connections on the steamer (Developer's responsibility).
- Non-sprinkled will need a hydrant 400 feet from all portions of the building.
- Sprinkled will need a hydrant 600 feet from all portions of the building.



- For buildings that are sprinkled, there will need to be a hydrant at least 100 feet from the Fire Department Connection.
- c. Fire Apparatus Access Roads
- Fire apparatus access roads shall extend to within 150 feet of all portions of building, unless sprinkled, then an extra 100 feet will be allowed from each side with Fire Marshal approval.
 - Dead end fire apparatus access roads greater than 150 feet long will need an approved turnaround (IFC Appendix D).
 - Fire apparatus access roads shall be at least 24 feet wide, 25-foot inside radius and 50-foot outside radius (City Ordinance).
 - All fire lanes shall be paved with all-weather materials requiring minimum maintenance and capable of withstanding the load of fire apparatus as approved by the City Engineer.
 - Fire apparatus vertical clearance requirement is 13.5 inches.
 - Buildings greater than 30 feet tall shall have one (1) entire side accessible to aerial apparatus; at least 15 feet and not greater than 30 feet from the building is required.
 - Fire lane marking shall comply with City Ordinance. Mark “No Parking Fire Lane” every 25 feet on both sides with four (4) inch white lettering on six (6) inch red background; lettering shall have ½ inch wide stroke.
 - Multiple family residential developments with more than 100 units will require two (2) separate approved fire apparatus access roads. If all units are sprinkled, one (1) fire apparatus access road will be allowed for up to 200 units (IFC Appendix D).
 - One or two family residential developments with more than 30 dwelling units will require a separate and approved fire apparatus access road. If all units are sprinkled, one fire apparatus access road will be allowed (Appendix D).
- d. Sprinkler Requirements
- The Fire Dept. Connection (FDC) needs to be remote from the building, street side and easily accessible along a fire apparatus access road.
 - The FDC shall be located away from the collapse zone of the structure, preferably on a corner. The collapse is defined as one and one half times the height of the building. The FDC has to be within 100 feet of a fire hydrant. The FDC cannot be on the fire line, it will need to be a separate dry line to the riser.
 - The FDC on NFPA 13 systems will need a five (5) inch Storz connection instead of the typical two-and-a-half (2.5) inch Siamese connection. The Storz connection needs to be at a 30-degree angle to



the ground with a Knox locking cap installed. The FDC needs to be at least 18 inches in height and not more than four (four) feet in height. If a NFPA 13R system, a typical two-and-a-half (2.5) inch connection with a Knox locking cap is required.

- The FDC cannot be on the fire line, it will need to be a separate dry line to the riser. If a Post Indicator Valve (PIV) is provided on the sprinkler fire line it shall be as close to the tap as possible as long as the PIV is not located in the 10-foot public easement. The PIV will need to have a tamper switch for alarm monitoring. No other water line taps are allowed off the fire sprinkler fire line. The City requires a double check back flow preventer inside the building on the sprinkler riser before the FDC tap. This will not be allowed in a vault.
- Separate sprinkler plans need to be submitted to the Fire Marshal's Office by the licensed fire sprinkler installer for review. The sprinkler plans will require a third party review by ISO for hydraulic calculations, checked and stamped on the plans from ISO prior to submittal to the City. ISO will need to see underground drawings with aboveground drawings. Underground will need to be installed by a licensed fire sprinkler underground contractor. A copy of the license and insurance in the name of the City of Pearland shall be provided with submittal. Two sets of drawings are required; one set should be on a PDF file due to plan storage limitations. If possible all documents including cut sheets should be on the PDF file. Once approved, the Permit Office will issue a permit.
- Sprinkler systems will need to be designed with a 10 percent safety factor to accomplish long-term system effectiveness.
- All hydrostatic testing, inspection, and flushing of all fire line piping shall be witnessed by a representative from the Fire Marshal's Office prior to covering any joints, bends, and thrust blocks.

4. Planning

a. Site Work and Prep Checklist

- Provide a vicinity map on the cover sheet showing the subject parcel and surrounding parcels and streets, preferably at a scale of 1 inch = 1,000 feet with a north arrow and key map number.
- Please indicate the address of the property (especially on the cover sheet).
- Indicate the zoning district and proposed use.
- List the date and terms and conditions of any Planned Development (PD) District, Conditional Use Permit (CUP), Variances, and Special Exceptions under general notes.



- Provide a copy of the latest version of the City approved and County recorded plat. Compare the property boundaries shown on the permit set to that on the plat. All improvements, including required landscaping, needs to be within the platted property boundaries.
- Indicate adjacent zoning districts and names of adjacent streets.
- Where applicable, indicate the average net density for Planned Developments, Master Plans and Cluster Plans.
- Provide a Zoning Table and Parking Table showing required and provided lot characteristics. See examples below.

Zoning Table

Zoning District with CUP, PD if applicable:

(Indicate application number and approval date.)

	Required	Provided
Lot Area		
Lot Width		
Front Yard		
Side Yard		
Rear Yard		
Height		

Parking Table

Proposed Use – List All	Area of Use (sq. ft.)	Required Ratio	Number of Spaces

- Show common open space if applicable.
- Show common open space if applicable
- Show landscaped open area if applicable
- Show all accessory buildings including height, location, screening in non- residential zoning districts
- Show perimeter fencing, including location, material, and height



- Show all fences with required buffers, if applicable
- Fences and screening (location, material, and height) for:
 - Mechanical and utility equipment
 - Roof-mounted equipment
 - Vehicle loading and unloading areas
 - Refuse containers, and recycling containers
- Show residential subdivision fences along streets
- Show stacking requirements, drive thru
- Show material of paving and curbs for parking lots
- Show all landscaping, including type and quantity of landscaping. Provide the following calculations on the landscaping plan. Also, add a note regarding installation of mechanical irrigation system for Corridor Overlay District (COD).

b. Landscaping Calculations

General Requirements – Chapter 4, Section 4.2.2.4 of the Unified Development Code (UDC).

Percentage of gross landscape area = ____% (required percentages vary by zoning district)

- Street trees

Required minimum 2 inch caliper – 1 inch/15 feet of frontage = 1 inch/
____ feet = ____calipers

Provided = ____calipers

- Shade/street trees

Required minimum 2 inch caliper – 1 inch/10 feet of street frontage = 1
inch/____ feet = ____calipers

Provided = ____calipers

- Shrubs to screen parking lots

Required number of shrubs = 5 X total caliper inches of street trees

Provided = ____shrubs

- Side yard landscaping

Required 35% of parking lot length if abutting residential

Provided = ____%

- Each tree planted on at least 36 square feet and minimum 6 foot dimension



- Interior Landscaping
Required minimum 2 inch caliper parking lot trees – 1 inch/5 parking spaces
Provided = ____calipers
- No parking spaces shall be greater than 100 feet from a tree
- Islands within parking lot = 162 square feet, minimum dimension of 9 feet with a minimum of 4 feet between tree and edge of island.
- 75% of landscaping installed in the front yard.
- c. Corridor Overlay District
General Requirements – Chapter 2, Section 2.4.5.1 of the Unified Development Code (UDC).
 - Front setback landscaping
Required 30-foot landscaped buffer for parking areas
Provided = ____feet
 - Setback area landscaping
Required 15% of the gross lot area
Provided = ____%
 - Percent of gross landscaped area
Required 15% of the gross lot area
Provided = ____%
 - Trees
Required 50% of the required trees shall be located within the front yard along the Corridor
Provided = ____trees
Shade/street trees with a minimum 2-inch caliper required – 1 inch/15 feet of street frontage
Provided = ____trees
Ornamental trees with a minimum 2-inch caliper required – 1 inch/15 feet of street frontage
Provided = ____trees
Parking lot trees with a minimum 2-inch caliper required – 1 inch/5 spaces
 - Tree setbacks



Minimum of 8 feet between trunk and the back of any curb and between a tree trunk and planned/existing underground public utility

Provided = ____ feet

- Distance between trees

Minimum of 6 feet shall be provided between trees

Provided = ____ feet

- Shrubs

Required number of shrubs = 5 X total caliper inches of street trees

Provided = ____ shrubs

- No parking space shall be greater than 50 feet from a tree. Each parking island is required to have at least one tree.
- A mechanical irrigation system is required to be installed and maintained.
- Adjacent to a single-family use or zoning district, a 25-foot wide landscaped buffer along the property line that is adjacent to such use or district is required. This buffer may be in the required yard or setback and may count towards the landscaped area.

d. Screening and Adjacency

General Requirements – Chapter 2 and Chapter 4 and all other requirements of the Unified Development Code available on the City's homepage www.cityofpearland.com.

- Show location and width of sidewalks and walkways, pedestrian connections for Lots over 100 spaces, off-site sidewalks and sidewalks from street to building.
- Show site lighting including location and height. Add a note that no glare will be cast on adjoining properties and rights of way. Height of lighting should not exceed height of building in COD.
- Show outside storage and screening if applicable.
- Show dumpster screening with landscaping.
- Show buffering for COD of parking areas, fuel pumps and drive-up windows facing the street.
- Show outdoor activities or uses if applicable.
- Show utilities (underground utilities required in COD, OTS, and BP-288 districts).
- Show location and screening for open storage areas. A CUP may be required.



- Show sight visibility angles.
- For developments in Shadow Creek Ranch PD, make sure that the drawings have received architectural and design approval by the Shadow Creek Ranch Architectural Review Committee. The drawings should have a stamp of approval or an approval letter.
- Provide written responses to review comments.
- Add the following notes to the site plan sheet:
 - All mechanical, electrical and roof-mounted equipment shall be screened as per the requirements of the UDC.
 - All loading and unloading areas shall be screened as per the requirements of the UDC.
 - All refuse containers and recycling containers shall be screened as per the UDC.
 - Perimeter of the parking areas shall be bounded by a raised or ribbon or ribbon curb.
 - All parking spaces shall have a minimum dimension of 9 feet x 18 feet, and all aisles shall have a minimum width of 24 feet.
 - There shall be no outdoor storage, display, or activity.
 - Sight visibility angles shall not be obstructed along driveway entrance and other areas.
 - All applicable requirements of the UDC shall be met.
 - Signage, including flags, requires a separate application and is not a part of the site plan approval.
 - Any signs, paving, structure (except fences, wall, and screens) on easements need a waiver of encroachment letter. Between
 - For residential zoning districts and BP-288 zone: At the time of planting, a minimum of 8' shall be provided between a tree trunk and the back the back of any curb and between a tree trunk and any planned or existing underground public utility lines.
 - A minimum of 60% of required street trees shall be evergreen.
 - Corrugated metal is prohibited.
 - Each landscape island within a parking lot shall contain a minimum square footage equivalent to one parking space with a minimum width of 9 feet, and shall allow at least 3 feet between any trees within the island and the edge of the island.
- Add the following notes for Corridor Overlay District (COD):
 - All requirements of the COD including building color, building



articulation and transparency requirements shall be met.

- Minimum lighting level of 0.5-foot candles shall be provided in the parking lots in COD.
- Wooden light poles are prohibited.
- High-pressure sodium or metal halide fixtures shall be used with no direct glare onto adjacent properties or public streets.
- Walkway lighting shall not exceed 12 feet.
- Underground mechanical irrigation system shall be installed throughout the landscape areas.
- Height of lighting shall not exceed the height of the building.
- All utilities shall be underground.
- All fences visible from the corridors shall be masonry.

5. Public Works

a. Water Meters

- No $\frac{3}{4}$ inch, $1\frac{1}{2}$ inch, or $2\frac{1}{2}$ inch water meters, taps or fittings are permitted on utilities to be maintained by the City of Pearland.
- Water meters 3 inch to 6 inch are to be vaulted and meet City of Pearland specifications. Water meters greater than 6 inches must be approved by the Public Works Department
- Water meters are to be located inside a water easement or right-of-way.
- Any medical use facility is required to have an approved backflow preventer(s) on the customer's side of the water service line. The preventer(s) shall not be located in the water and/or sanitary sewer easements or right-of-ways.
- All water meters are to be purchased and/or processed through the City of Pearland. Water meters purchased and/or installed without the City of Pearland's approval shall not be accepted. The City of Pearland shall not be liable for such occurrences.
- All irrigation water meter(s) are to have an approved backflow preventer(s) on the customer's side of the water service line. The preventer(s) shall not be located in the water and/or sanitary sewer easements or right of ways.
- If any water meter(s) must be located in a non-vegetation area, the meter box and meter box lid are to be traffic rated to City of Pearland specifications. An expansion joint is required for the water meter box and the service line from the water main to the water meter. Such water meter location requires approval from the City of Pearland Public Works Department or Engineering Department.



- Details for water meter(s), meter boxes, taps and vaults, can be located on the City of Pearland's web site.
 - Water taps are to be inspected by an authorized City of Pearland representative. A minimum of 48-hour notice shall be given to the City of Pearland prior to tap(s) being made.
- b. Sanitary Sewer
- All proposed sanitary sewer lines must be shown on plans.
 - No 90 degree "L's" are permitted on gravity sanitary sewer lines.
 - Sanitary sewer lines to be connected to an existing sanitary sewer manhole require an inside drop:
 - Manhole must be cored to appropriate opening.
 - Watertight gasket must be used to seal pipe to manhole.
 - All pipefittings must be one (1) bolt type restraint fittings or approved equal.
 - Use stainless steel anchors to attach pipe supports to wall.
 - Pipe supports must be stainless steel 3-foot maximum spacing.
 - Interior surface of the manhole shall be coated with a minimum 80 mils thickness of Neopoxy, NPR 5300 series, or Raven lining systems, (Raven-405).
 - An inside force main drop 8 inches or less will be allowed in a 4-foot standard manhole.
 - Any inside force main drop larger than 8 inches must be approved by the City Engineer.
 - For gravity lines 10 inch or less, a standard 4 foot diameter manhole will accommodate the internal drop. Greater than 10 inch diameter gravity lines will require a 6 foot diameter manhole.
 - Refer to the City standard detail COP-SAN1 for more information.
 - Installation of sanitary sewer manholes and/or taps may not be permitted on certain sanitary sewer lines in the City of Pearland (ex. large trunk lines, deep sanitary lines, etc.). The City of Pearland reserves the right to decline such requests. Options will be considered.
 - A sanitary sewer manhole is required on the customer's property, connecting the customer's sanitary service to the City of Pearland's sanitary sewer system. The line connecting the two systems together shall not be less than 8-inch diameter. The manhole(s) shall meet City of Pearland specifications and requirements. See City of Pearland standard details for sanitary sewer for information.



- All sanitary sewer manholes installed require a stainless steel inflow protector. Stainless steel inflow preventers made by KoLa, Inc. or approved equal shall be used in all sanitary sewer manholes.
 - No outside drop manholes or doghouse manholes are permitted.
 - Sanitary sewer lines crossing water lines are to be cased with C-900 or ductile iron pipe to City of Pearland specifications. See City of Pearland standard detail COP-SAN2 for more information.
 - Sanitary sewer taps are to be inspected by an authorized City of Pearland representative. A minimum of 48-hour notice shall be given to the City of Pearland prior to tap(s) being made.
 - A 6-foot expansion joint is required around sanitary sewer manholes located in a concrete surrounding.
 - All manholes in wet sand require special design. See City of Pearland standard detail COP-SAN1 for more information.
 - The City of Pearland reserves the right to restrict any structures and/or landscaping inside a water and/or sanitary sewer easement or City right-of-way that might be deemed a potential hazard or obstruction to the system.
- c. Water Mains
- All proposed water main extensions must be shown on the plans.
 - The water main shall have a minimum cover of 48 inches below top of curb.
 - Water service lines that are installed before the completion of street construction shall be laid in the service ditch at the same elevation as the water main, or with a minimum cover of 48 inches below top of curb. At the proper location for the meter box, the meter (curb) stop shall be raised to 18 inches below top of curb with enough excess tubing to raise the stop at a future date to 6 inches below top of curb.
 - Locator wire must be placed on all mains and services. (minimum 20 ga. copper).
 - Single meter service lines shall be 1" min. I.D., C.T.S. polyethylene, SDR-9.
 - Contractor must furnish and install double service meter boxes at finish grade.
 - Fire hydrant assemblies shall normally be located three feet behind the back of curb: deflect waterlines as necessary to maintain three-foot clearance. The required assembly shall include one line size by six-inch tee, one six-inch gate valve and box, one fire hydrant and six-inch piping and tie backs.



- Water valves on main lines shall be located as close as possible to the extended property line and shall conform to AWWA C-500, open left, equipped with 2" square operating nut.
- Waterlines 4-inch through 12-inch i.d. shall comply with the requirements of AWWA standard C-900 class 150, SDR-18 with cast iron outside diameter.
- All concrete thrust blocking shall be placed to form a solid connection between fittings, valves, and fire hydrants and undisturbed earth. Concrete for thrust blocking shall have a minimum of 2,500 PSI compressive strength at 28 days.
- Gray iron and ductile iron fittings shall conform to AWWA C-110, and end joints of fittings and main line valves shall conform to AWWA C-111 for rubber gasket joints. Gray iron and ductile iron fittings shall be cement lined or epoxy coated.
- All fire hydrants and valve boxes are to be adjusted to finish grade after paving is complete.
- Install concrete block beneath fire hydrants before placing concrete thrust blocking to insure that fire hydrants are installed level.
- Contractor shall notify the City Engineer 72 hours before start of construction.
- Right angle curb stops made by Ford or approved equal shall be used (single service: Ford BA43-342W or equivalent, double service: Ford UAVB43-42W or equivalent). Only pack joint curb stops are permitted. Blow off valves are required at the dead end of a water main.
- A fire hydrant can be installed at the end of a water main if the water main is not planned for extension.
- A water valve will be required at least 40 feet from the dead end of a water main.
- A minimum of an 8-inch water main is required if any other service(s) will be supplied from the water main to be installed (ex. fire hydrants, fire line, water meter(s), etc.).
- Fire hydrants must meet a 300-foot maximum spacing requirement (measured along the direction of the water main to be installed).
- Public water main(s), fire hydrant(s) and water meter(s) are to be inside a dedicated water easement.
- The City of Pearland reserves the right to restrict any structures and/or landscaping inside a water and/or sanitary sewer easement or City right-of-way that might be deemed a potential hazard or obstruction to the water system.

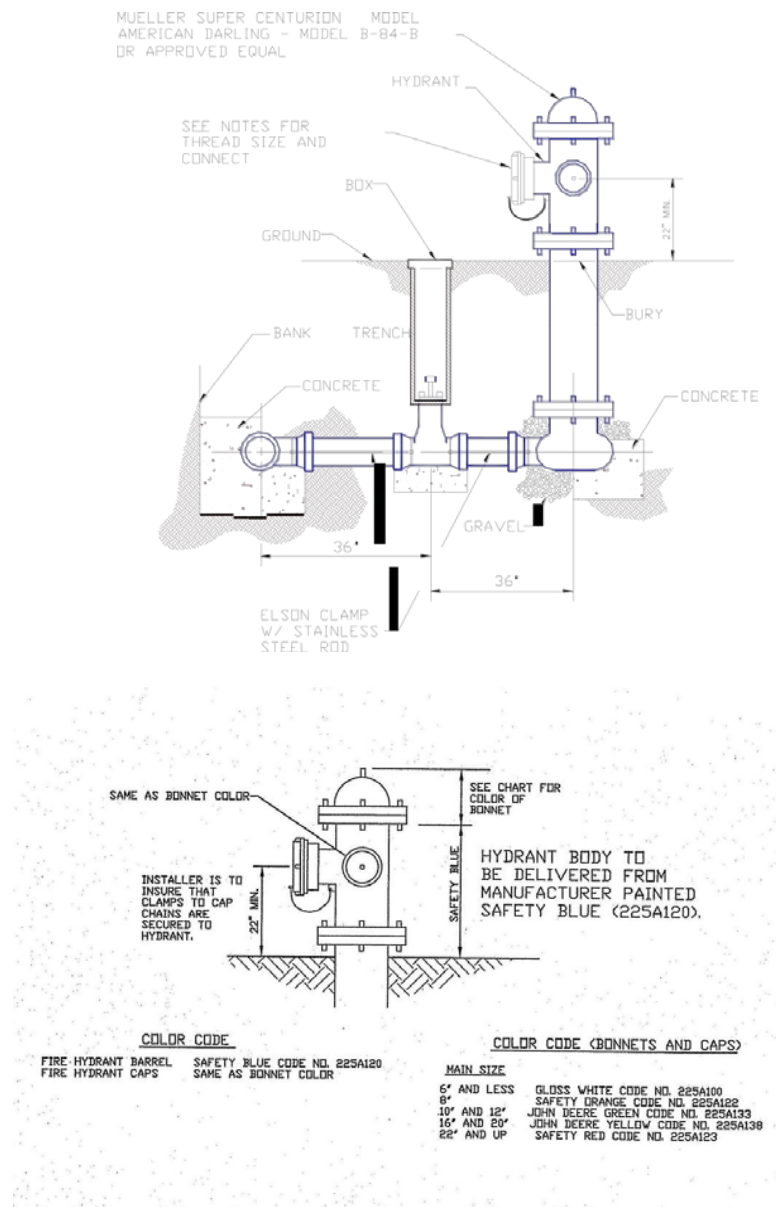


- All water lines shall be tested at 125 PSI for a minimum duration of 8 hours.
- d. Fire Hydrants
- Show location of all proposed fire hydrants on the plans.
 - Fire hydrant thread size: pumper connection 4-492 size = 4.492-inch.
 - Provide "Uni-Flange" or approved equal pipe restraint and casing system on underground pressure pipe systems.
 - Fire hydrant assemblies shall normally be located three feet behind the back of curb: deflect waterlines as necessary to maintain three-foot clearance. The required assembly shall include one line size by six-inch tee, one six-inch gate valve and box, one fire hydrant and six-inch lead piping and tie backs.
 - All concrete thrust blocking shall be placed to form a solid connection between fittings, valves, and fire hydrants and undisturbed earth. Concrete for thrust blocking shall have a minimum of 2500 p.s.i. compressive strength at 28 days.
 - Install concrete block beneath fire hydrants before placing concrete thrust blocking to insure that fire hydrants are installed level.
 - All fire hydrants and valve boxes are to be adjusted to finish grade after paving is complete.
 - Barrels of non-potable fire hydrants must be painted black.
 - All fire hydrants must be equipped with Hydra-Storz Quick Connect Hydrant System (1/4-inch X 5-inch base) with debris cap, manufactured by Hydra-Shield, Inc. or approved equal. The debris cap is to be tethered with a 12-inch stainless steel cable, utilizing the eyelets on the fire hydrant and the debris cap.
 - Contractor shall notify the City Engineer 72 hours before start of construction.
 - All fire hydrants are to be located in a dedicated water easement or right of way. An additional 10-foot fire hydrant easement may be required by the City of Pearland.
 - Private fire hydrants are permitted. They must be connected to a water line with a double detector check and approved by public works. Private fire hydrant barrels will be painted red, and bonnet colors follow the City's color scheme.
 - Post indicator valves and Fire Department connect devices are not to be located in water or sanitary sewer easements or rights-of-way.
 - Fire hydrants are not to be installed in the collapse zone of any structure.

(See above information from the Fire Marshal.)

- In order to perform any tests on the public water supply system (to test for domestic, fire flow, pressure, etc.), the City of Pearland's Public Works Department must be notified in advance. A Public Works Department representative must be present for all tests. Only authorized personnel are permitted to operate the City of Pearland's water and /or sanitary sewer facilities, and violators may be prosecuted.

See standard detail COP-WTR2 for additional information regarding hydrants.





e. Interceptors (Grease Traps, Sample Wells and Lint Traps)

- The City of Pearland requires that all grease, grit, lint and oil interceptors and sample wells are to be pumped out and cleaned regularly and maintained in an efficient operating condition at all times. The City's ordinance states that interceptors and sample wells shall be completely evacuated a minimum of every 90 days, or more frequently when the Utility Inspector determines more frequent cleaning is necessary to ensure that no fats, oil, grease, grit or lint flows into the sanitary sewer lines.
- Businesses that are new to the system shall start their maintenance program on the 90th day from the opening date. At this time the trap and sample well shall be maintained. Businesses that have installed a grease trap or sample well shall start their maintenance program on the 90th day from installation. Walls, floors and piping shall be power washed when pumping and cleaning is done. Sample wells are a part of the grease trap and shall be cleaned, pumped and lines jetted at the same time. Interceptors and sample wells that are pumped, cleaned and maintained after the 90 days will be in violation of the ordinance. Any person responsible for discharges requiring a trap shall at his own expense and as required by the approving authority:
 - Provide equipment and facilities of a type and capacity approved by the approving authority. Manhole
 - Locate the trap and sample well in a manner that provides ready and easy accessibility for cleaning and inspections.
 - Maintain the trap in effective operating condition.
- Interceptor equipment consists of:
 - An accessible control manhole
 - 4-inch tees and drop pipes
 - A sampling well
- Copies of the manifests returned by the waste shipper to the generator shall be retained for five years and be readily available for review by the Utility Inspector upon request. At all times during regular business hours there shall be a person in charge. The person assigned should know and understand the interceptor maintenance program. They should also:
 - Be able to sign reports;
 - Know where all manifests and reports are, and
 - Know procedures associated with the interceptor maintenance program.
- The city shall serve persons discharging in violation of this ordinance with

written notice of the violation and/or a written citation stating the nature of the violation. No person may continue discharging in violation beyond the time limit provided in the notice. A person who continues prohibited discharges shall be guilty of a misdemeanor and upon conviction is punishable by a fine. The developer is advised to consult the city's code of ordinances for more information.

6. Building Permits

a. The Applications for permits are paperless and all documents are required to be digitized. Permit documents (i.e. permit application, construction plans, energy code compliance, surveys, etc.) must be submitted in electronic, PDF format. Applying for the permit and up-loading the associated files is accomplished by logging into <http://etrakit.pearlandtx.gov/etrakit3>. An AEC registration is required to accomplish the online submission and may be attained by contacting a City of Pearland Permit Clerk. Permit submissions shall include but not be limited to the following and will be deemed incomplete without the items shown below.

- Plan check fee
- Survey and copy of approved plat
- Plan sets – architectural, structural, MEP, civil plans.
 - Floor plans
 - Elevation view of building showing exterior wall finishes
 - Wall sections
 - Cover sheet with size of building, proposed occupancy, type of construction, required fire protection, occupant load, and any calculations for area increases based on IBC Chapter 5.
- Proof of registration with TDLR for Architectural Barriers Review.
- ICC certified third-party plan review for compliance with the 2015 International Energy Conservation Code.

b. Site Plan and Drainage Plan should include the following:

- Site work application.
- Plan check fee.
- Additional requirements per the General Guidelines for Site, Drainage, and Landscape Plan Preparation document included in this packet.
- Table showing the zoning of the property in addition to the required and proposed lot area, lot width, lot depth, and all yard setbacks.
- Details including the date and conditions of any variances approved for the property, special exceptions, CUPs, or PDs.
- Platting information for the parcel – recordation number and date.
- Right-of-way of abutting streets and any dedication, if applicable.
- Parking layout with dimensions of parking and loading spaces, aisles and driveways, width of aisles, concrete curbs. Parking calculations with

parking ratios based on floor areas and the number of required and proposed parking spaces.

- Location and size of all loading spaces, if provided.
- Distance between driveways and/or nearest street intersection.
- Width and location of proposed and existing sidewalks.
- Dumpster location and details of screening.
- Location and details of all proposed fences (including screening fences), if applicable.
- Location of all outdoor merchandise display and storage areas, if applicable.
- Add location map of parcel and adjoining parcels.
- Building façade with details.

h. Sign Notification

Sign notifications are not necessary for commercial building permits.

i. Additional Information

1. Building Permit Fee Schedule

Refer to the City's website, www.pearlandtx.gov, for the current Building Permit fee schedule.

2. Impact Fees

Impact fees, or capital recovery fees, are charges that a City imposes on new developments, additions of 1,000 square feet or more, and occupancy changes, to generate revenue for funding or recouping the costs of water and sewer capital improvements necessitated by and attributable to new development. The base fee per service unit is derived from an analysis that has been performed in accordance with state law. Individual impact fees are calculated based on the type of occupancy or use, and they are collected at the time that a building permit is issued.

To establish the basic service unit fee, the City was divided into two service areas in the 2000, 2003 and 2008 tables. Service Area 1 is the entire City, except for Shadow Creek Ranch, a large mixed-use development. Service Area 2 is for Shadow Creek Ranch only. These separate service areas were established due to the isolated nature of the water and sewer system in Shadow Creek Ranch in 2013.

The fees assessed are based on when a property was platted, in accordance with the effective date indicated. Refer to the City's website, www.pearlandtx.gov, for the applicable impact fee.

3. Required Inspections for Commercial Project Certificate of Occupancy (CO

DO NOT remove red or green stickers from the structures before final inspection. **DO NOT** cover up work before inspections are performed.

- a. Building Inspections (Approved construction plans must always be kept on the job site.)

Inspection Type	Information/Items Required <small>[KB1]</small>
Foundation	Form survey required at the time of foundation inspection after forms are in place but before the slab is poured. Form survey must include: <ul style="list-style-type: none"> • Registered survey seal • Signature • Date If applicable, provide Elevation Certificate.
Building Piers	If applicable May substitute engineer report for inspection.
Brick Ties	
Framing	Inspected in conjunction with or after electrical, plumbing, and mechanical roughs are complete. Wind load certificate from an engineer is required at framing inspection.
Water Meter Final	Must be approved before building final inspection.
Building Final	Debris must be removed, lots graded, appliances installed and working, address numbers on building, and received an approved water meter inspection.
	Must provide an Energy Code Certification and a final engineer wind load certification.

Fire Marshal Final	
Urban Forester Final	

b. Engineering Inspections

Inspection Type	Information/Items Required
Storm Sewer	
Public Sewer Line(sanitary)	
Public Water Line	
Drive Approach	
Sidewalks	
Engineering Final	

c. Electrical Inspections

Inspection Type	Information/Items Required
T-Pole	
Rough	
Electrical Service Inspection (TCI)	Electrical service is required before Building Final
Final	

d. Plumbing Inspections

Inspection Type	Information/Items Required
Ground	
Rough	
Gas	Required for Building Final
Final	

e. Mechanical Inspections



Inspection Type	Information/Items Required
Rough	
Final	
Hood Exhaust Duct	
Hood Exhaust Duct	Enclosure
Hood Inspection	

4. Subcontractor Requirements

a. Electrical Contractors

- Certificate of Insurance of \$1,000,000 insurance coverage
 - \$750,000 General Liability Insurance
 - \$250,000 per occurrence for bodily injury and property damage
- Worker's Compensation in accordance with Texas state law.
- State of Texas Master License

b. Mechanical Contractors

- Certificate of Insurance*
- State of Texas Master License

c. Plumbing Contractors

- Certificate of Insurance*
- State of Texas Master License

d. Irrigation Contractors

- Certificate of Insurance*
- State of Texas Irrigators License

* \$300,000 General Liability Insurance naming the City of Pearland as Certificate Holder.

5. Requirements to Permit a Commercial Build Out or Remodel

a. **General Contractor Requirements**

Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability Insurance. The Certificate must list the City of Pearland as the certificate holder.

b. **Adopted City Codes**

Building, plumbing, and mechanical codes are regulated by the 2015 Energy Code and the 2015 International Building Codes. The Electrical Code is the 2014 National Electrical Code (NEC). Permit Approval Time

Review comments for a commercial projects are provided within 15 business days. Resubmissions are completed within 10 business days. This does not include any resubmittals that may be required. New ground-up LEED

Certified Projects may be eligible for expedited review.

c. **Impact Fees**

Impact fees, sometimes called capital recovery fees, are charges that a city imposes on new development, additions of 1,000 square feet or more, and occupancy changes to generate revenue for funding or recouping the costs of capital improvements necessitated by and attributable to the development. Impact fees are figured based on the type of occupancy, and they are due at the time a permit is issued.

d. **Plan Check Fee**

A plan check fee is required at the time that the plans are submitted. This fee is equal to half the amount of the permit fee and is charged in addition to permit fees.



2. RESIDENTIAL BUILDING PERMITS

a. Introduction

The City of Pearland has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the city staff can monitor growth and construction. Permits also allow the city to insure that residential establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Pearland.

Permits are easily obtained by following the guidelines in the following sections by submitting the required information to the Permit Department, which is the only stop required for most permits. The City of Pearland welcomes you.

b. Approval Process

1. Pre-Development Meetings

Pre-Development meetings provide a valuable opportunity to discuss your project with various City of Pearland department representatives. The meetings are typically held every Wednesday morning at 9:00 AM, 10:00 AM, and 11:00 AM. For more information regarding these meetings, please refer to Chapter 3 – Pre-Development Meetings.

2. General Contractor Requirements

Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability. The certificate must list the City of Pearland as the certificate holder.

3. Codes Adopted by our City

Building, plumbing, and mechanical codes are regulated by the 2015 International Residential Code with amendments for the building, plumbing, and fuel and gas codes. Electrical installations shall comply with the 2014 National Electrical Code (NEC), and 2015 IECC Energy Code.

4. City Requirements and Ordinances

- Unified Development Code (UDC)
- Land Use and Urban Development Ordinance (for developments prior to February 2006)
- Tree Protection and Preservation Ordinance
- Engineering Design Criteria Manual

5. Permit Review Time

The review time for a new building is ten (10) business days. The review time on



resubmittals is five (5) business days for the rereview.

6. Impact Fees

Impact fees, sometimes called capital recovery fees, are charges that a city imposes on new development, additions of 1,000 square feet or more, and occupancy changes to generate revenue for funding or recouping the costs of capital improvements necessitated by and attributable to the development. Impact fees are figured based on the type of occupancy, and they are due at the time a building permit is issued.

7. Permit Submission

Applications for permits are paperless and all documents are required to be digitized. Permit documents (i.e. permit application, construction plans, energy code compliance, surveys, etc.) must be submitted in electronic, PDF format. Applying for the permit and up-loading the associated files is accomplished by logging into <http://etrakit.pearlandtx.gov/etrakit3>. An AEC registration is required to accomplish the online submission and may be attained by contacting a City of Pearland Permit Clerk. Permit submissions will be deemed incomplete without the items shown below.

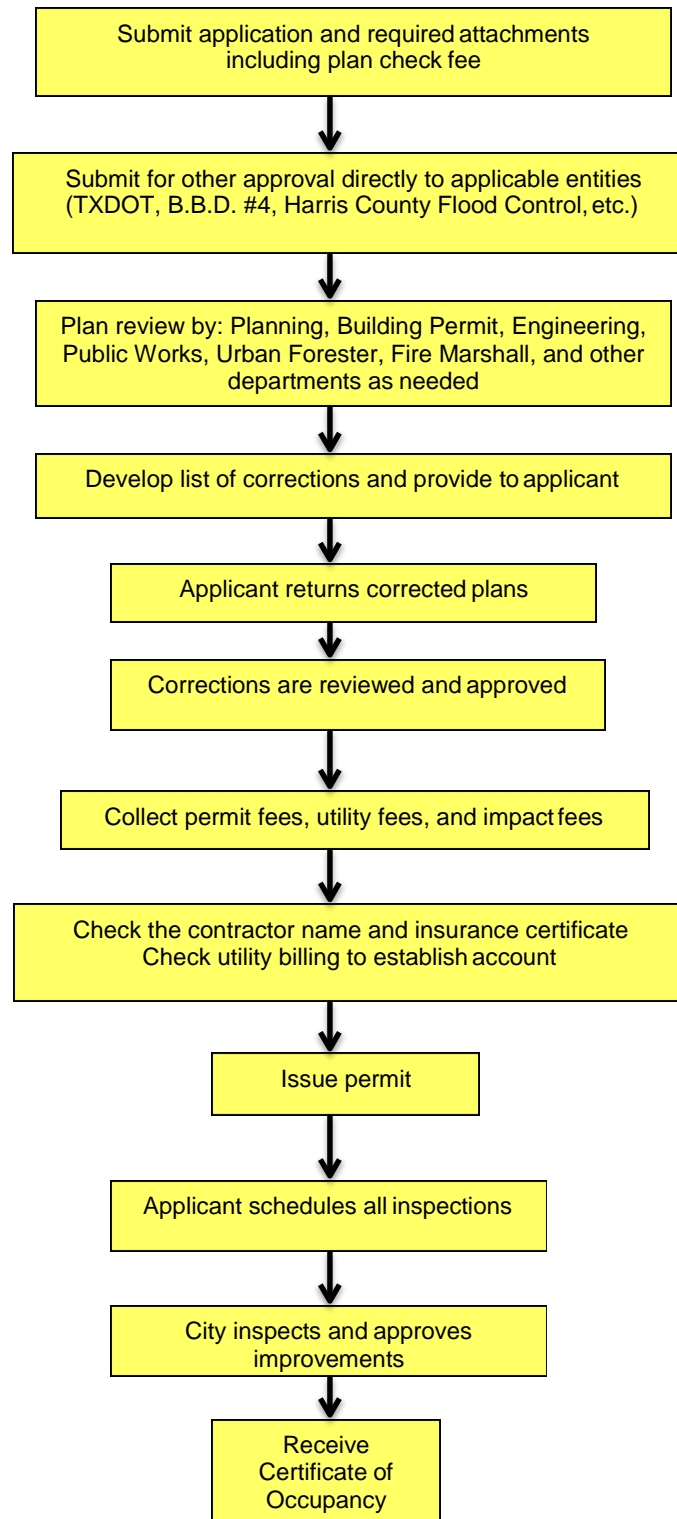
8. Plan Check Fee

A plan check fee is required at the time that the plans are submitted. This fee is equal to half the amount of the permit fee and is charged in addition to permit fees.

9. Certificate of Occupancy

A certificate of occupancy is issued after all required permits have been issued and the requisite inspections are approved.

c. Flowchart





d. Permit Submission

1. Application For Permits

Applications for permits are paperless and all documents are required to be digitized. Permit documents (i.e. permit application, construction plans, energy code compliance, surveys, etc.) must be submitted in electronic, PDF format. Applying for the permit and up-loading the associated files is accomplished by logging into

<http://etrakit.pearlandtx.gov/etrakit3>. An AEC registration is required to accomplish the online submission and may be attained by contacting a City of Pearland Permit Clerk. Permit submissions will be deemed incomplete without the items shown below.

- a. Building Permit Application
 - b. Complete plan set and/or drawings*
 - c. Survey/Plot Plan
 - d. Demolition Plan (if applicable)
 - e. Floor plan showing layout with dimensions
 - f. Framing details
 - g. Foundation Plan**
 - h. Tree survey/disposition
 - i. Elevations
 - j. Plan Check fee
 - k. Indication of compliance with Windstorm requirements***
 - l. Plans for electrical, HVAC, and plumbing
2. Third party energy code review.Conformance with Applicable Codes
- a. Unified Development Code
 - b. 2015 International Residential Code
 - c. 2014 National Electrical Code (NEC)

* Single-family homes located within the 100-year floodplain shall be required to submit an elevation certificate demonstrating that the finished floor will be a minimum of one foot above Base Flood Elevation.

** Form survey is required before foundation approval.

*** Wind load certification is required before framing approval.

e. Conditions of Approval

Residential Building Permits cannot be approved with conditions.



f. Expiration

After a permit is issued, construction must begin within 180 days or the permit will expire. Extensions requested in writing may be granted at the discretion of the Building Official.

g. Checklists

1. Required Inspections for Residential Permits

DO NOT remove red or green stickers from the structures before final inspection.
DO NOT cover up work before inspections are performed.

- a. Building Inspections – Approved construction plans must always be kept on the job site.

Inspection Type	Information/Items Required
Foundation	Form survey required at the time of foundation inspection after forms are in place but before the slab is poured. Form survey must include: <ul style="list-style-type: none">• Registered survey seal• Signature• Date
Drive Approach	
Sidewalks	
Brick Ties	
Framing	Electrical, plumbing, and mechanical rough inspections are also done at framing inspection. Wind load certificate from an engineer.
Water Meter Final	Must be approved before building final inspection.



Building Final	Debris removed, lots graded, appliances installed and working, address numbers on building, approved water meter inspection. Energy Code Certification by a 3 rd party inspector.
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b. Electrical Inspections

Inspection Type	Information/Items Required
T-Pole	
Rough	Included when builder calls for framing inspection.
Electrical Service (TCI)	Electrical power is required before Building Final.
Final	Included when builder calls for final inspection.

c. Plumbing Inspections

Inspection Type	Information/Items Required
Ground	
Rough	Included when builder calls for framing inspection.
Gas	Required before Building Final
Final	Included when builder calls for final inspection

d. Mechanical Inspections

Inspection Type	Information/Items Required
Rough	Included when builder calls for framing inspection



Final	Included when builder calls for final inspection
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2. Temporary Construction Trailers and Sales Offices

a. Permitting Requirements

- Building Permit Application
- Site Plan – Sales trailers require four (4) off-street parking spaces and handicap access. These items must be shown on the plot plan.
- \$120 permit fee

If a builder plans to use a garage as a sales office, the entire house must be permitted with all appropriate fees. The garage can then be built first, and the house can be built at a later date. If the house plans change during this time, a new permit must be obtained for the plan change, which will incur another plan check fee.

3. Fees for Residential Building Permits

Fee	Due	Amount
Plan Check Fee	At time of application	Half of the permit fee
Permit Fee	Before permit is issued	See Fee Schedule
Impact Fees	Before permit is issued	See following chart

Plat Recordation Date	City of Pearland	Shadow Creek Ranch
Before 08/22/1997	\$1,997	\$1,997
08/22/1997 – 07/07/2000	\$1,997	\$1,997
07/08/2000 – 02/06/2003	\$2,968	\$2,968
02/07/2003 – 05/22/2008	\$3,496	\$2,672
05/23/2008 – 06/06/2013	\$4,840	\$4,621
06/07/2013 – Present	\$4,875	\$4,575

4. Building Permit Fee Schedule

Refer to the City's website, www.pearlandtx.gov, for the current Building Permit fee schedule. Fees may be combined on one check or separated out on multiple checks. Make checks payable to the "City of Pearland."



h. Sign Notification

No sign notification is necessary for residential building permits.

i. Additional Information

1. Site Work
Policy

Effective August 14, 1995, the following will be enforced:

- a. The builder shall lay 4 inches of sod or install silt fence behind the curb.
- b. No building materials will be placed on the street or between the street and property line at any time.
- c. The street shall be clean at all times. If any vehicle, including sand, lumber, drywall, trash, or concrete trucks get mud on the street, Ordinance No. 669 will be enforced.
- d. Sanitary facilities must be provided on each street of the subdivision or no more than 300 feet from any construction site.

2. eTRAKiT

The status of permit reviews, inspection scheduling and results are accessed by logging into the eTRAKiT web portal <http://etrakit.pearlandtx.gov/etrakit3>. An AEC registration is required to for access and may be attained by contacting a City of Pearland Permit Clerk.

3. Automated Inspection System

The system will allow you to schedule inspections, cancel inspections and retrieve inspection results. Inspection requests are accepted until 4:00 PM for the following business day. Inspection requests scheduled after 4:00 PM will be done the second business day.

4. Ordinance
No. 669

AN ORDINANCE PROVIDING IT UNLAWFUL TO DEPOSIT OR ALLOW THE DEPOSITING OF SOILS ONTO PAVED CITY STREETS.

The accumulation of dirt, sand, and other soil type matter on paved City streets impedes traffic, constitutes visual ruin, causes damage to and impairs the operation of City street surfaces and storm sewer systems, and is otherwise detrimental to public health, safety, and welfare.

Paved City Street - shall mean any public street accepted by the City which is paved or covered with asphalt or concrete cement.

Soils - shall mean dirt, sand, and other similar earth matter, and shall also mean rocks and other solid or semisolid mass material, whether produced by man or nature, but shall not include the matter composing the street surface or appurtenances thereto.

It shall be unlawful for any person to cause or permit the depositing of soils on paved City streets or for soils to be distributed upon city streets by various vehicles engaged in the transporting of building materials or other vehicles used in the building trades delivering goods and services upon said paved City streets.

It shall be unlawful for an owner or agent of property adjacent to a paved City Street to fail to remove from such street soil, which as a result of construction or material delivery has removed itself from such adjacent property to the adjacent paved street. Provided, however, it shall be a defense to prosecution hereunder that such soils were removed and cleared from such paved City street within twenty-four (24) hours of the occurrence which caused the depositing of soils into, the street if such occurrence was by act of God or within two (2) hours if such occurrence was by act of man.

When the existence of a nuisance as defined herein shall come to the knowledge of the Chief Building Official of the City, it shall be his duty to direct the Inspection department to cause a verbal notice thereof to be given to the owner or agent responsible for creating or allowing such nuisance. Such notice shall identify the property or vehicle which deposited the material, shall set forth the action required to abate the nuisance, and shall provide that if the nuisance is not abated within two (2) hours of notice thereof, all work on the construction site shall immediately cease. Furthermore, the City Building Inspection department shall not make any inspections until the streets have been cleaned of all matter.

Notice to the owner shall be served in person, or by attaching written notice to the front door of any building situated upon the property, or if there be no building, then upon a placard erected on said property.



3. PRE-CONSTRUCTION MEETINGS

a. Introduction

Pre-construction meetings may be scheduled for new ground up projects and on an as-needed basis for other projects. Attendees may be the general contractor, building department, fire marshal, engineering, and public works. To schedule a meeting please contact the Building Official at 281.652.1644. The owner or owner's representative and licensed sub-contractors are also encouraged to attend. Required inspections, reports and use of the automated inspection request system will be discussed. The intent of this meeting is to coordinate and exchange information for a smooth start and successful completion of construction projects.

b. Items Discussed

1. Overall inspection procedures
2. When to request inspections
3. Time and type of inspections conducted by various departments
 - Engineering – utilities, paving, and sidewalks
 - Building – structural, plumbing, electrical, HVAC
 - Public Works – utility connection, water meters
 - Fire Marshal – sprinklers, hoods, alarms, knox order forms
 - Urban Forester – landscape/mitigation
 - Planning – landscaping, façades, site layout, etc.
4. Explanation of automated inspection system.
5. Required testing procedures and persons responsible to conduct the tests.
6. All required forms to be completed.
7. Requirements of Certificate of Occupancy, checklist of inspections, and required reports from contractors.



4. APPENDIX

a. Applications Online

1. Universal Application
 - Zone Change Application
 - Conditional Use Permit (CUP)
 - Planned Development
 - Variance/Special Exception Application
 - Plat Application
2. Other Applications
 - Building Permit Application
 - Site Work Permit Application

b. Fees

Please refer to the City’s webpage www.pearlandtx.gov for updated fees.

Zone Change Application Fee	Refer to Chapter 5
Variance Application Fee	Refer to Chapter 9
Platting Application Fee	Refer to Chapter 10
Traffic Impact Analysis Review Fee (if required)	\$750.00
Park Land Dedication Fee	\$750.00 per dwelling unit (or as determined by Director of Parks and Recreation based on land dedication)
Building Permit Application Fee	Refer to Chapter 11 or Chapter 12
Building Permit Plan Check Fee	Half of the permit fee
Impact Fees	Based on the type of development, units of measure, and service units - See Building Permits section
Water Meter Fee	\$401.00 for a 5/8-inch meter \$458.00 for a 1-inch meter
Tap Fee	Contact Utility Billing Department for a quote 281.652.1603



Consultant List

Traffic Engineering Consulting Firms

Traffic Engineering, Inc.	713-270-8145
PBSJ	713-781-8800
Traffic Engineering & Design Systems, Inc.	713-895-9810
Wilbur Smith Associates, Inc.	713-630-7300
Walter P. Moore Associates	713-630-7300
Klotz Associates, Inc.	281-589-7257
Brown & Gay Engineers	281-558-8700
Kimly-Horn and Associates, Inc.	713-954-4680
Voight Associates	832-264-0429
Binkley & Bartfield	713-869-3433
Traff Data & Associates, Inc.	713-446-8167

Surveyors

Prejean & Company, Inc.	713-467-6277
Walker L. Treesh, RPLS	281-485-5191
C.L Davis & Company	281-482-9490
Freddie A. Gormley Surveying	281-331-0883
Wilson Surveyors	281-485-3991
San Jacinto Engineering	281-487-2251

Engineers and Planners

Carter & Burgess	713-869-7900
Klotz & Associates, Inc.	281-589-7257
G.C. Engineering, Inc.	281-412-7008
Lentz Engineering	713-839-8900
Walsh, Freese & Nichols, Inc.	281-485-2404
Municipal Engineering	713-941-8988
Huitt-Zollars, Inc.	281-496-0066
Jones & Carter	713-777-5337
San Jacinto Engineering	281-487-3017

Landscape Architects and Planning Consultants

McDonald Steel	713-868-8060
Vernon Henry & Associates, Inc.	713-627-8666
Kerry Gilbert & Associates	281-579-0340
McGuff Associates Architects	281-485-5200
LJA	713-953-5200



Geotechnical and Environmental

Tetra Tech EM, Inc.

713-520-7667

Corrigan's Consulting

281-474-7455

McBride-Ratcliff Associates

713-460-0590



12. RESIDENTIAL BUILDING PERMITS

a. Introduction

The City of Pearland has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the city staff can monitor growth and construction. Permits also allow the city to insure that residential establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Pearland.

Permits maybe easily obtained by following the guidelines in the attached sections, commercial or residential, and submitting the required information to the Permit Department, which is the only stop required for most permits. The City of Pearland welcomes you.

b. Approval Process

1. Pre-Development Meetings

Pre-Development meetings provide a valuable opportunity to discuss your project with various City of Pearland department representatives. The meetings are typically held every Wednesday morning at 9:00 AM, 10:00 AM, and 11:00 AM. For more information regarding these meetings, please refer to Chapter 3 – Pre-Development Meetings.

2. General Contractor Requirements

Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability. The certificate must list the City of Pearland as the certificate holder.

3. Codes Adopted by our City

Building, plumbing, and mechanical codes are regulated by the 2012 International Building Codes with amendments for the building, plumbing, and fuel and gas codes. Electrical is enforced using the 2011 National Electrical Code (NEC) with City amendments, and 2009 IECC Energy Code.

4. City Requirements and Ordinances

- Unified Development Code (UDC)
- Land Use and Urban Development Ordinance (for developments prior to February 2006)
- Tree Protection and Preservation Ordinance
- Engineering Design Criteria Manual

5. Permit Review Time

The review time for a new building is ten (10) working days. The review time on



resubmittals is approximately five (5) working days for the initial review.

6. Impact Fees

Impact fees, sometimes called capital recovery fees, are charges that a city imposes on new development, additions of 1,000 square feet or more, and occupancy changes to generate revenue for funding or recouping the costs of capital improvements necessitated by and attributable to the development. Impact fees are figured based on the type of occupancy, and they are due at the time a building permit is issued.

7. Click 2 Gov

Access <http://egov.ci.pearland.tx.us/CLick2GovBP> to check the status of plans and view review comments, check status of inspections, and view inspections results and comments.

8. Plan Check Fee

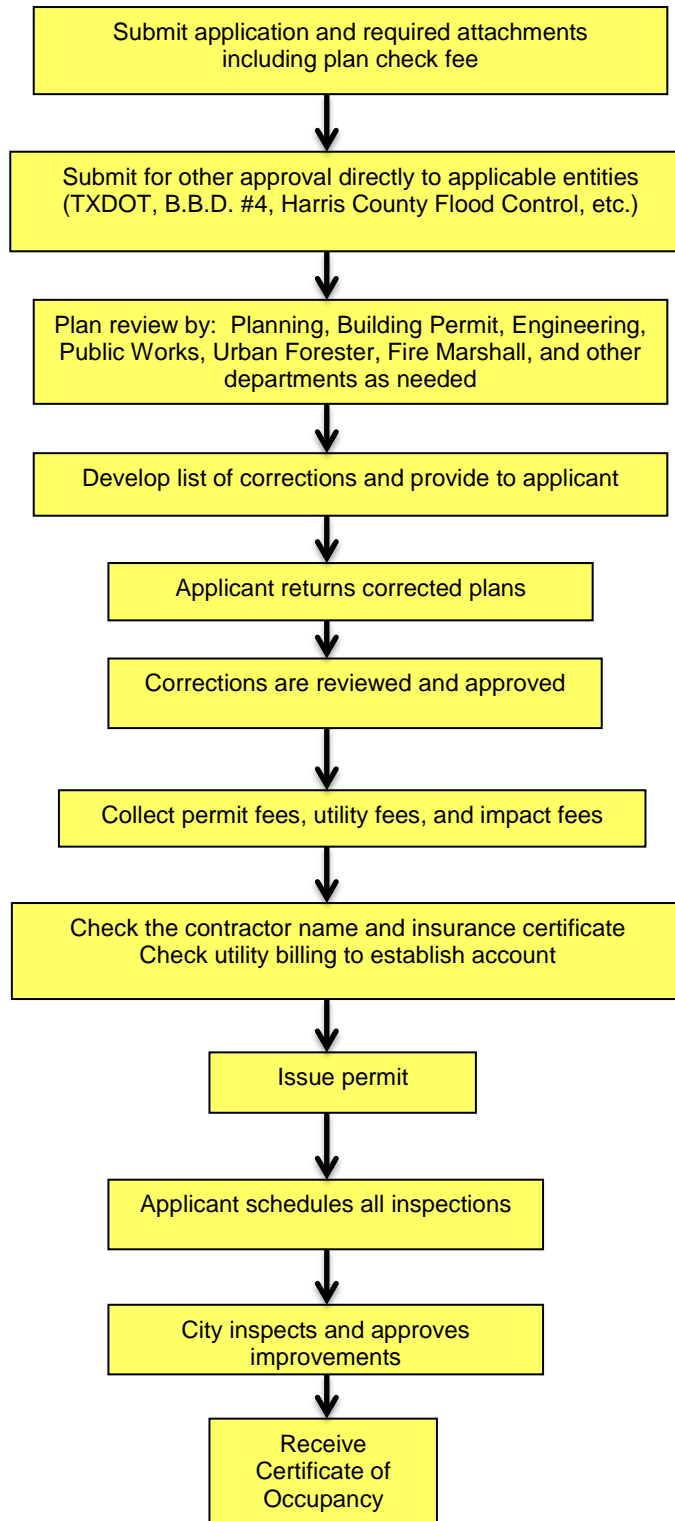
A plan check fee is required at the time that the plans are submitted. This fee is equal to half the amount of the permit fee and is charged in addition to permit fees.

9. Certificate of Occupancy

A certificate of occupancy is issued after a tenant occupancy permit and subsequent inspections are approved.



c. Flowchart





d. Criteria for Approval

1. Complete Application

Please provide the following items at the time of building permit submittal.

- a. Building Permit Application
 - b. Two (2) sets of plans and/or drawings*
 - c. Electronic copy of the plan set on either a CD or portable USB drive in PDF format.
 - d. Blueline Survey/Plot Plan
 - e. Demolition Plan (if applicable)
 - f. Floor plan showing new layout with dimensions
 - g. Framing details
 - h. Foundation Plan**
 - i. Tree survey/disposition
 - j. Elevations
 - k. Plan Check fee
 - l. Indication of compliance with Windstorm requirements***
 - m. Plans for electrical, HVAC, and plumbing
 - Third party energy review for lighting and HVAC
 - Registration with TDLR for architectural barriers if project is over \$50,000
 - Asbestos report
 - Statement on plans of proposed occupancy and occupant load
- ##### 2. Conformance with Applicable Codes
- a. Unified Development Code
 - b. 2012 International Building Codes

* Single-family homes located within the 100-year floodplain shall be required to submit an elevation certificate demonstrating that the finished floor will be a minimum of one foot above Base Flood Elevation.

** Form survey is required before foundation approval.

*** Windstorm certification is required before framing approval.

e. Conditions of Approval

Residential Building Permits cannot be approved with conditions.



f. Expiration

After a permit is approved, construction must begin within 180 days or the permit becomes dormant. Extensions can be given at the discretion of the Building Official.

g. Checklists

1. Required Inspections for Residential Permits

DO NOT remove red or green stickers from the structures before final inspection. DO NOT cover up work before inspections are performed.

- a. Building Inspections – Approved construction plans must always be kept on the job site.

Inspection Type	Information/Items Required	Inspection Code
Foundation	Form survey required at the time of foundation inspection after forms are in place but before the slab is poured. Form survey must include: <ul style="list-style-type: none"> • Registered survey seal • Signature • Date 	101
Drive Approach		107
Sidewalks		106
Brick Ties		102
Framing	Electrical, plumbing, and mechanical rough inspections are also done at framing inspection. Windstorm certificate from windstorm inspector.	103
Water Meter Final	Must be approved before building final inspection.	112
Building Final	Debris removed, lots graded, appliances installed and working, address numbers on building, approved water meter inspection. Energy Certification by a 3 rd party inspector.	104



b. Electrical Inspections

Inspection Type	Information/Items Required	Inspection Code
T-Pole		207
Rough	Included when builder calls for framing inspection.	N/A
TCI	Temporary cut-in is required before Building Final.	203
Final	Covered when builder calls for final inspection.	N/A

c. Plumbing Inspections

Inspection Type	Information/Items Required	Inspection Code
Ground		402
Rough	Included when builder calls for framing inspection.	N/A
Gas	Required before Building Final	404
Final	Included when builder calls for final inspection	N/A

d. Mechanical Inspections

Inspection Type	Information/Items Required	Inspection Code
Rough	Included when builder calls for framing inspection	N/A
Final	Included when builder calls for final inspection	N/A



e. Final Site Inspections

Inspection Type	Information/Items Required	Inspection Code

2. Temporary Construction Trailers and Sales Offices

a. Permitting Requirements

- Building Permit Application
- Plot Plan – Sales trailers require four (4) off-street parking spaces and handicap access. These items must be shown on the plot plan.
- \$120 permit fee

If a builder plans to use a garage as a sales office, the entire house must be permitted with all appropriate fees. The garage can then be built first, and the house can be built at a later date. If the house plans change during this time, a new permit must be obtained for the plan change, which will incur another plan check fee.

3. Fees for Residential Building Permits

Fee	Due	Amount
Plan Check Fee	At time of application	Half of the permit fee
Permit Fee	Before permit is issued	See Fee Schedule
Impact Fees	Before permit is issued	See following chart

Plat Recordation Date	City of Pearland	Shadow Creek Ranch
Before 08/22/1997	\$1,997	\$1,997
08/22/1997 – 07/07/2000	\$1,997	\$1,997
07/08/2000 – 02/06/2003	\$2,968	\$2,968
02/07/2003 – 05/22/2008	\$3,496	\$2,672
05/23/2008 – 06/06/2013	\$4,840	\$4,621
06/07/2013 – Present	\$4,875	\$4,575

4. Building Permit Fee Schedule

Refer to the City’s website, www.pearlandtx.gov, for the current Building Permit fee schedule. Fees may be combined on one check or separated out on multiple checks. Make checks payable to the “City of Pearland.”



h. Sign Notification

No sign notification is necessary for residential building permits.

i. Additional Information

1. Site Work Policy

Effective August 14, 1995, the following will be enforced:

- a. The builder shall lay 4 inches of sod or install silt fence behind the curb.
- b. No building materials will be placed on the street or between the street and property line at any time.
- c. The street shall be clean at all times. If any vehicle, including sand, lumber, drywall, trash, or concrete trucks get mud on the street, Ordinance No. 669 will be enforced.
- d. Sanitary facilities must be provided on each street of the subdivision or no more than 300 feet from any construction site.

2. Click 2 Gov

Access Click 2 Gov at <http://egov.ci.pearland.tx.us/Click2GovBP> to check the status of permits, inspections, and view inspections results and comments.

3. Automated Inspection System

Call the automated inspection system for your inspection requests and results 24 hours a day!

Phone Number: 281.652.1638

The system will allow you to schedule inspections, cancel inspections and retrieve inspection results. Inspection requests are accepted until 4:30 PM for the following day. Inspection requests called in after 4:30 PM will be done the second business day. Contractors may not request inspection times.

To access the automated inspection system, each contractor is issued a phone access code. The phone access code is a six-digit number that is printed on the permit. You will also use one of the following inspection codes according to which inspection is needed.

4. Inspection Codes

Building

- 101 Building Foundation
- 102 Building Brick Ties
- 103 Building Framing
- 104 Building Final
- 105 Building Piers
- 106 Sidewalks
- 107 Drive Approach
- 108 Paving



- 110 Storm Sewer
- 112 Final Water Meter

Electrical

- 201 Electric Rough
- 202 Electric Final
- 203 Electric TCI
- 204 Electric Reconnect
- 205 Electric Pool Rough
- 206 Electric Transfer
- 207 Electric T-Pole
- 208 Electric Pool Final

Mechanical

- 301 Mechanical Rough
- 302 Mechanical Final
- 303 Mechanical Compressor Change-Out
- 304 Mechanical Ceiling Cover
- 305 Mechanical Vent Hood

Plumbing

- 401 Plumbing Rough
- 402 Plumbing Ground
- 403 Plumbing Final
- 404 Plumbing Gas
- 405 Plumbing Water
- 407 Plumbing Sewer
- 408 Well-Sprinkler/Irrigation
- 409 Water Heater Replacement

Swimming Pools

- 501 Pool Rough Steel
- 502 Pool Stake Out
- 503 Pool Final
- 504 Pool Deck

Signs

- 602 Sign Foundation
- 603 Sign Final

Final Inspections

- 701 Tenant Occupancy Final
- 702 Siding Final
- 703 Engineering Department Final
- 704 Fire Department Final
- 705 Health Department Final
- 706 Roof Final
- 707 Urban Forester Final



SEE APPENDIX FOR A CONSULTANT LIST OF RESIDENTIAL ENERGY PLANS EXAMINERS.

5. Ordinance No. 669

AN ORDINANCE PROVIDING IT UNLAWFUL TO DEPOSIT OR ALLOW THE DEPOSITING OF SOILS ONTO PAVED CITY STREETS.

The accumulation of dirt, sand, and other soil type matter on paved City streets impedes traffic, constitutes visual ruin, causes damage to and impairs the operation of City street surfaces and storm sewer systems, and is otherwise detrimental to public health, safety, and welfare.

Paved City Street - shall mean any public street accepted by the City which is paved or covered with asphalt or concrete cement.

Soils - shall mean dirt, sand, and other similar earth matter, and shall also mean rocks and other solid or semisolid mass material, whether produced by man or nature, but shall not include the matter composing the street surface or appurtenances thereto.

It shall be unlawful for any person to cause or permit the depositing of soils on paved City streets or for soils to be distributed upon city streets by various vehicles engaged in the transporting of building materials or other vehicles used in the building trades delivering goods and services upon said paved City streets.

It shall be unlawful for an owner or agent of property adjacent to a paved City Street to fail to remove from such street soil, which as a result of construction or material delivery has removed itself from such adjacent property to the adjacent paved street. Provided, however, it shall be a defense to prosecution hereunder that such soils were removed and cleared from such paved City street within twenty-four (24) hours of the occurrence which caused the depositing of soils into, the street if such occurrence was by act of God or within two (2) hours if such occurrence was by act of man.

When the existence of a nuisance as defined herein shall come to the knowledge of the Chief Building Official of the City, it shall be his duty to direct the Inspection department to cause a verbal notice thereof to be given to the owner or agent responsible for creating or allowing such nuisance. Such notice shall identify the property or vehicle which deposited the material, shall set forth the action required to abate the nuisance, and shall provide that if the nuisance is not abated within two (2) hours of notice thereof, all work on the construction site shall immediately cease. Furthermore, the City Building Inspection department shall not make any inspections until the streets have been cleaned of all matter.

Notice to the owner shall be served in person, or by attaching written notice to the front door of any building situated upon the property, or if there be no building, then upon a placard erected on said property.



13. PRE-CONSTRUCTION MEETINGS

a. Introduction

Pre-construction meetings may be scheduled for new ground up projects and on an as-needed basis for other projects. Attendees may be the general contractor, building department, fire marshal, engineering, and public works. To schedule a meeting please contact the Building Official at 281.652.1644. The owner or owner's representative and licensed sub-contractors are also encouraged to attend. Required inspections, reports and use of the automated inspection request system will be discussed. The intent of this meeting is to co-ordinate and exchange information for a smooth start and successful completion of construction projects.

b. Items Discussed

1. Overall inspection procedures
2. When to call in for inspections
3. Time and type of inspections conducted by various departments
 - Engineering – utilities, paving, and sidewalks
 - Building – structural, plumbing, electrical, HVAC
 - Public Works – utility connection, water meters
 - Fire Marshal – sprinklers, hoods, alarms, knox order forms
 - Urban Forester – landscape/mitigation
 - Planning – landscaping, façades, site layout, etc.
4. Explanation of automated inspection system and time to call.
5. Required testing procedures and persons responsible to conduct the tests.
6. All required forms to be completed.
7. Requirements of Certificate of Occupancy, checklist of inspections, and required reports from contractors.



14. APPENDIX

a. Applications Online

1. Universal Application
 - Zone Change Application
 - Conditional Use Permit (CUP)
 - Planned Development
 - Variance/Special Exception Application
 - Plat Application
2. Other Applications
 - Building Permit Application
 - Site Work Permit Application

b. Fees

Please refer to the City's webpage www.pearlandtx.gov for updated fees.

Zone Change Application Fee	Refer to Chapter 5
Variance Application Fee	Refer to Chapter 9
Platting Application Fee	Refer to Chapter 10
Traffic Impact Analysis Review Fee (if required)	\$750.00
Park Land Dedication Fee	\$750.00 per dwelling unit (or as determined by Director of Parks and Recreation based on land dedication)
Building Permit Application Fee	Refer to Chapter 11 or Chapter 12
Building Permit Plan Check Fee	Half of the permit fee
Impact Fees	Based on the type of development, units of measure, and service units - See Building Permits section
Water Meter Fee	\$401.00 for a 5/8-inch meter \$458.00 for a 1-inch meter
Tap Fee	Contact Utility Billing Department for a quote 281.652.1603



c. Commercial Building Permit Processing Table

Permit Type	Who Signs Off	Role	Note	Turned In and Review Time*
Cut and Fill (dirt work)	Engineer (ACE)	A	Plat not required, Tree Survey is required; cannot state intended use/activity	Engineering 3 – 5 days
	Urban Forester	R		
Clear and Grub (underbrush)	Urban Forester	A	Plat not required, Tree Survey is required; cannot state intended use/activity	Parks and Recreation 3 – 5 days
Site Work and Prep	Engineering (ACE)	A	Plat required – Requires Site Plan	Building 10 days
	Urban Forester	R		
	Fire Marshal	R		
	Planning	R		
	Public Works	R		
Foundation	Building Permit (must have site work done or part of foundation permit (CPE))	A	Plat required – Requires Site Plan, building plans must be approved prior	Building 10 days
	Planning	C		
Structural Framing	Building (must have foundation and site work approved) (DBO)	A	Plat required – Requires Site Plan and approved building plans	Building 3 – 5 days
Commercial – New Shell or Complete Building	Building (DBO)	A	Must have an approved Site Work Permit prior to approval of building plans	Building 10 days
	Fire Marshal	R		
	Planning	R		
Commercial Accessory and/or Expansion (change footprint less than 500 SF)	Building (DBO)	A	Requires plot plan; must notify all departments of permit submittal	Building 10 days
	Engineering	R		
	Urban Forester	C		
	Fire Marshal	R		
	Planning	C		
	Public Works	C		



Commercial Accessory and/or Expansion (change footprint less than 500 SF)	Building (DBO)	A	Requires plot plan; must notify all departments of permit submittal	Building 10 days
	Engineering	R		
	Urban Forester	C		
	Fire Marshal	R		
	Planning	C		
	Public Works	C		
Commercial Build-outs	Building (CPE)	A	Shell building must be 75% complete before permit is issued	Building 10 days
	Fire Marshal	R		
SF Addition (greater than 500 SF footprint change)	Building (DBO)	A		Building 3 – 5 days
	Engineering	R		
	Urban Forester	R		
	Fire Marshal	R		
	Planning	R		
	Public Works	C		
SF Addition (no external change)	Building (CPE)	A		Building 3 – 5 days
	Engineering (ACE)	I		
Driveway Permit	Building	C		Building 3 – 5 days
	Engineering (ACE)	A		
	Public Works (if open ditch)	C		
Fence	Building (CPE)	A		Building 3 – 5 days
	Planning	C		
Signs	Planning (Planning Tech)	A		Building 10 days
	Building	R		
	Projects	C		
Trade Permits	Building (Clerks)	A		Building 10 days
	Planning (if Utility Co.)	C		
Tennant Occupancy Permit	Building (Review) (DBO)	A		Building 3 – 5 days
	Planning (Review)	C		
	Building (Inspection)	R		
	Fire Marshal (Inspection)	R		
	Code Enforcement (Inspection)	R		

* The Review Time is measured in working days. Once the permit has been approved, an Orange Card will be provided that needs to be placed on the job site.

A = Approver
 I = Informed
 C = Consulted
 R = Reviewer

ACE = Assistant City Engineer
 CPE = Commercial Plans Examiner
 DBO = Deputy Building Official



d. Consultant List

Please note that the City of Pearland does not recommend one consulting firm over another. The below information is not intended to exclude other consulting firms, and the City does not object to consulting firms not listed. The list is not in any order of preference; however, it is a guide for seeking consultants. The City of Pearland assumes no liability in the selection of consulting firms.

Commercial Energy Plans Examiners

Bill Winning	281-922-0700
Linda Taylor	281-996-7898
Michael Herman	713-729-7550
Arnold C. Cotton	713-864-8494
Andrew Thiess	832-250-2899
Michelle Kirchner	713-212-9189
Don Greene	469-441-1932
John Kirchner	713-266-0100

Residential Plan Examiners

Steven Sheaffer	281-999-0888
Don Tippit	713-856-2847
Kathy Howard	281-355-8607
Brannon King	281-355-6411
Jim Brown	281-412-7700
Joe D. Collett	281-648-8220
John Hornsby	281-850-2578
Rogge Miller	713-849-5017
Jim Sullivan	281-489-2687
James Hickman	713-941-3737
Maci McDaniel	281-345-2086
Michael Herman	713-729-7550
Jennifer Mathis	713-864-8494
Virginia Smith	281-362-0188
Micah Christian	281-867-9346
Ricardo A. David	281-648-7571
Jeff A. Ybarra	713-941-3737
Victor R. Gomez	281-235-6458
Ariel Lyons	713-937-6060
Cary Loyd	713-937-6060



Stella R. Storey	713-937-6060
Shea Snyder	713-937-6060
Randy E. Wilks	713-937-6060
Henry Lemens	713-937-6060
Katherine Cortelyou	713-937-6060
Jeromy G. Murphy	713-864-8494

Traffic Engineering Consulting Firms

Traffic Engineering, Inc.	713-270-8145
PBSJ	713-781-8800
Traffic Engineering & Design Systems, Inc.	713-895-9810
Wilbur Smith Associates, Inc.	713-630-7300
Walter P. Moore Associates	713-630-7300
Klotz Associates, Inc.	281-589-7257
Brown & Gay Engineers	281-558-8700
Kimly-Horn and Associates, Inc.	713-954-4680
Voight Associates	832-264-0429
Binkley & Bartfield	713-869-3433
Traff Data & Associates, Inc.	713-446-8167

Surveyors

Prejean & Company, Inc.	713-467-6277
Walker L. Treesh, RPLS	281-485-5191
C.L Davis & Company	281-482-9490
Freddie A. Gormley Surveying	281-331-0883
Wilson Surveyors	281-485-3991
San Jacinto Engineering	281-487-2251

Engineers and Planners

Carter & Burgess	713-869-7900
Klotz & Associates, Inc.	281-589-7257
G.C. Engineering, Inc.	281-412-7008
Lentz Engineering	713-839-8900
Walsh, Freese & Nichols, Inc.	281-485-2404
Municipal Engineering	713-941-8988
Huitt-Zollars, Inc.	281-496-0066
Jones & Carter	713-777-5337
San Jacinto Engineering	281-487-3017



Landscape Architects and Planning Consultants

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Kerry Gilbert & Associates	281-579-0340
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