



DEVELOPER'S GUIDE:

A comprehensive guide to
land development.





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CHAPTER 1 INTRODUCTION





The City of Kingsville welcomes you to our community! In an effort to optimize the success of potential development projects, we're excited to provide you with our Developer's Guide: A Comprehensive Guide to Land Development in the City of Kingsville, Texas. In this guide, you will find basic information required to complete a development project in our city. Our intent is to present valuable development process information to you in a user-friendly format which assists you throughout the planning and physical development of your project. While the document is a valuable tool for your utilization in streamlining development, it's important to remember that every development project is unique. Because of this reality, we encourage you to contact us by email, telephone or visit our office located at 410 W King Avenue (the intersection of King Avenue and 3rd Street) in historic downtown Kingsville. The Planning & Development Services Director will serve as your central point of contact throughout the duration of your development. In conjunction with your main point of contact, representatives from the Engineering, Health, Public Works and Fire Departments are available to assist you Monday through Friday from 8 a.m. to 5 p.m. No appointment is required (although encouraged). For more information about the City of Kingsville, we invite you to visit our website www.cityofkingsville.com.

Furthermore, this guide is intended to serve as a central source of information toward the successful planning and implementation of physical development within the City of Kingsville. Our intent is to clearly identify, inform and define the local development codes, processes and roles of the City in the successful development of your project. This guide is divided into chapters which identify the necessary processes related to development in the City. Process descriptions, flowcharts, Frequently Asked Questions (FAQs), applications and checklists are included as a quick reference tool designed to ease the search process for the required information. The chapters of this guide are arranged to match the different steps involved to complete a development project, beginning with zoning approval and ending with final plat recording and acceptance of improvements. Additionally, information pertaining to adopted planning guides and/or overlay districts, which may or may not have influence on an impending development, are provided for reference while in the planning stages of development. The Appendix provides additional development-related contact information, example dedication language and plat signature blocks, applications and submission requirements for the various development processes.

Please note that the information provided in this Guide is the result of an ongoing process to obtain and evaluate data and make informed decisions based upon the ever-changing environment in platting and development. Planning and Development Services staff leads the effort to stay up to date with changing development trends. **All platting documents and subsequent plans pertaining to site and building permits shall be submitted solely to the Planning & Development Services Dept. for distribution to pertinent departments for review.**

Additionally, this guide is a living document and is updated periodically or on an "as-needed" basis. Its effectiveness depends upon feedback from the development community. Please feel free to forward any comments or suggestions regarding the development process or this guide to us via the below contact information. Your input is extremely valuable and much appreciated.

Thank you and we look forward to partnering with you!

City of Kingsville – Planning & Development Services

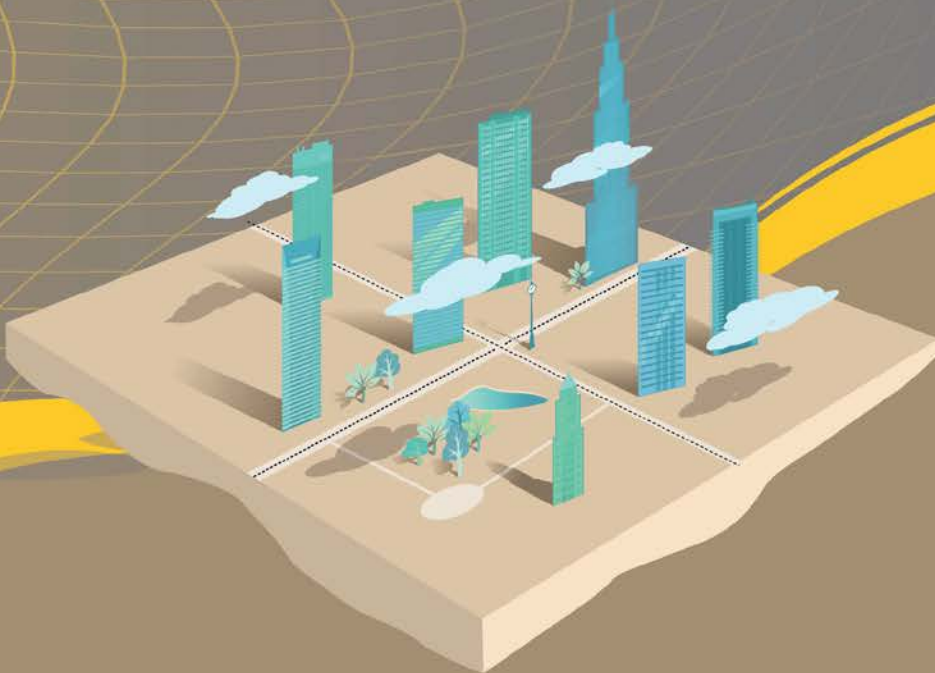
410 W King Avenue, P.O. Box 1458, Kingsville, Texas 78364

Phone: (361)595-8055

www.cityofkingsville.com/departments/planning-and-development-services/

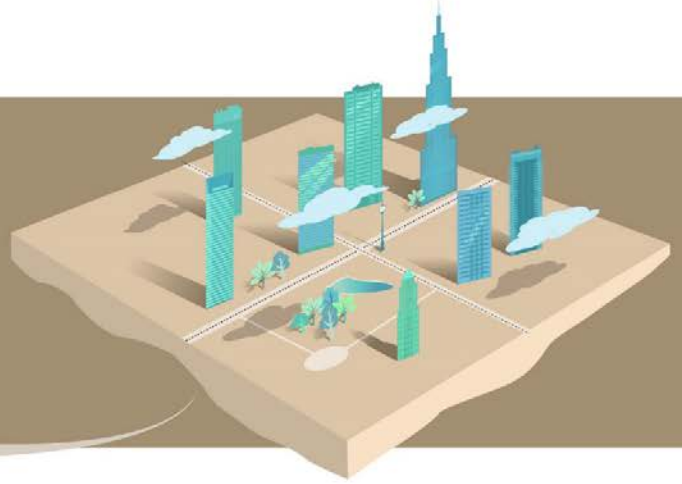


CHAPTER 2 ZONING



ZONING

OVERVIEW - 2.1



The City of Kingsville's Zoning Ordinance was originated in 1962, with numerous amendments and additions to address the ever-changing environment. It regulates the usage of land by establishing various zoning districts, including multiple residential districts as well as multiple commercial districts and industrial districts. Land uses in each zoning district are regulated according to use type, density, height, lot size, placement, lot coverage, and other development standards to ensure safe and compatible occupancy. The intent is to provide for compatible development which limits the interaction between higher intensity industrial or heavy commercial type uses with those of a lower intensity such as residential or light commercial.

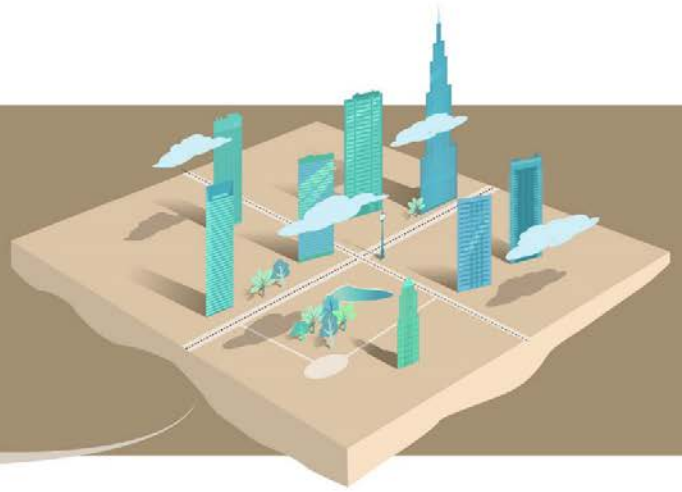
The first step in the development process is to determine if the proposed land use for the subject property is allowed within the zoning district in which the property is located. You can check the official zoning map online; <http://kingsvillelegis.com/> or contact planning staff in the Planning & Development Services Department. Planning staff serves as your primary point of contact throughout the zoning process.

If it is determined that your proposed use of a property is allowed within the established zoning district in which the property is located, you can proceed to the pre-development review/meeting, platting and public infrastructure processes described in Chapters 3 and 4 of this guide as they apply to your development project. If it is determined that a use is potentially allowed, but only with approval of a Special Use Permit, you should follow the procedure for Special Use Permit approval described below. If it is determined that your proposed use of a property is not allowed in the zoning district in which it is located, you may make an application to change that zoning designation (rezone) to one that would allow the proposed use. Rezoning requests are amendments to the official zoning map and require approval of an ordinance by the City Commission. Spot Zoning is prohibited in the State of Texas.

To prevent any unforeseen delays, the first step in the zoning change process should be to contact the Planning staff at (361) 595-8055 to discuss the nature of your zoning request in a pre-development meeting scheduled every Tuesday at 2:30p.m. While a site plan will not be required until after the zoning change process is complete, it may be beneficial for you to share the preliminary plans with staff to ensure the desired use of the property is possible when all applicable codes are applied. Staff will help to determine the feasibility of the request and identify possible alternatives if necessary. Please print and fill out the information in the "Commercial Pre-Development Application and Statement of Acknowledgment" found on our website and bring to the first in-person meeting.

ZONING

OVERVIEW - 2.1



REZONING

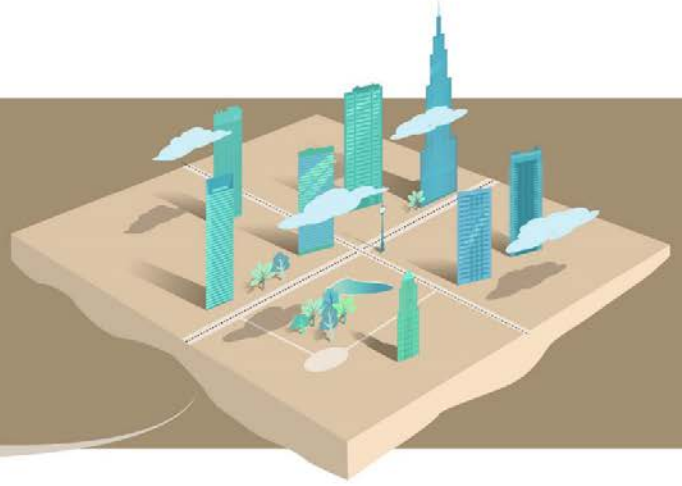
Rezoning requests are reviewed by professional staff to ensure compatibility with existing and anticipated land uses in a property's vicinity. Additionally, all officially adopted planning documents intended to guide policy decisions relating to the physical development of our community, i.e. the City of Kingsville Master Plan, are referred to and considered in the decision to change the zoning of a property. Please refer to Chapter 5 of this Guide for more on the City of Kingsville Master Plan and other adopted long-range plans.

If you wish to apply for a zoning change, you must submit a completed master application form indicating a request to rezone, the required processing fee, and a legal description (metes-and-bounds or lot/subdivision) of the property you wish to rezone, to the Planning & Development Services Department. All rezoning requests are first considered by the Planning and Zoning Commission during a public hearing. The Planning and Zoning Commission is an advisory body made up of six citizens, appointed by the City Commission to hear public comment and provide recommendations to the City Commission on zoning and other development-related matters. Property owners within 200 feet from the property for which a rezoning is requested will receive a letter informing them of the date and time of the public hearing. Planning staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission. The Planning and Zoning Commission will then hold a public hearing where interested citizens may come forward to speak in favor or in opposition to the request. Planning and Zoning Commission meetings are generally held on the 1st and 3rd Wednesdays of the month at 6:00 p.m. in the Commission Chamber on the first floor of City Hall. Following the public hearing, the Planning and Zoning Commission will make a recommendation concerning the rezoning request to the City Commission.

The City Commission will then hold a separate public hearing to allow for additional public comment in favor or in opposition to the request. The City Commission generally meets on the 2nd and 4th Mondays of the month at 5:00 p.m. in the Commission Chamber located on the first floor of City Hall. Following

that public hearing, City Commission may approve or deny the proposed rezoning. It is recommended that the applicant or a representative attend all public hearings related to the request and be prepared to answer any questions from Planning and Zoning Commission and/or Commission members.

ZONING OVERVIEW - 2.1



SPECIAL USE PERMITS

The approval process for Special Use Permits is similar to that for rezoning. A 'special use' permit is one which may be appropriate at some, but not all locations in the zoning district where potentially allowed. Consideration of a Special Use Permit allows the Planning and Zoning Commission to consider the specific area and potentially allow conditions on the conduct and appearance of a specific use at a particular location to help lessen any adverse effects a proposed use might have on the surrounding environment, if warranted.

If you wish to apply for a Special Use Permit, you must submit a completed Master Application indicating the request for a Special Use Permit along with the required processing fee to the Planning and Development Services Department. A Special Use Permit application must also be accompanied by a site plan showing existing and planned development features, including, but not limited to, buildings locations, off-street parking areas, driveways and landscaping. Please see the Appendix of this Guide for more detailed checklist outlining the required supplemental information as part of an application for a special use permit.

Planning staff will then review the application and prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission during a public hearing. Following the public hearing, the Planning and Zoning Commission will make a recommendation to the City Commission to approve, approve with modifications, or deny the Special Use Permit.

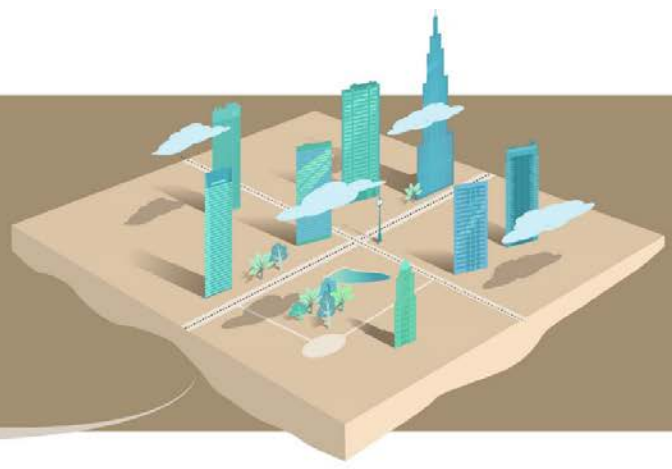
PLANNED UNIT DEVELOPMENT

A Planned Unit Development (PUD) zoning district is one in which provides flexibility in the site design in order meet the particular or unique characteristics of a specific site. PUD Districts may successfully be used to accommodate new or innovative concepts in land utilization not permitted in one of the City's standard zoning classifications. Rezoning applications for Planned Unit Developments are processed generally the same way as other rezoning requests. Requests for PUD zoning are first reviewed by Planning staff before they are forwarded to the Planning and Zoning Commission and City Commission. As with any rezoning request, it is recommended that you contact Planning staff to discuss the nature of your request before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives, if necessary.

Once it's determined the property you wish to develop has the appropriate zoning, the next step in the development process is the platting process as described in Chapter 3. Please contact Planning staff at (361) 595-8055 if you have any questions regarding the rezoning process.

ZONING

FAQ'S - 2.2



What is the Zoning Ordinance?

The Zoning Ordinance is part of the City of Kingsville's Code and regulates the usage of land by establishing various zoning districts, including multiple residential districts as well as multiple commercial districts and industrial districts. Land uses in each zoning district are regulated according to use type, density, height, lot size, placement, lot coverage, and other development standards to ensure safe and compatible occupancy.

How do I check the zoning of my property?

The Planning and Development Services Department is your point of contact for information regarding the zoning process. You can call us at (361) 595-8055 or visit our offices on the first floor of the City Hall, 400 W. King Avenue, Monday – Friday, 8:00 a.m. – 5:00 p.m. No appointment is required. You can also check the zoning of a property online at <http://kingsvillegis.com/>.

What if the zoning of a property does not allow my proposed uses?

There are two options available to you:

- request that the zoning be changed to a classification that allows your proposed use; or
- locate an alternative property with a zoning classification that allows for the proposed use

Only the City Commission can approve a change to the zoning classification on a property. Please be advised that there is no guarantee that the City Commission will approve your rezoning request. Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity and the City of Kingsville Master Plan, a long- range master plan intended to guide policy decisions relating to the physical development of our community. Contact Planning staff at (361) 595-8055 to discuss zoning as it relates to your development project.

How do I know what zoning designation is right for me?

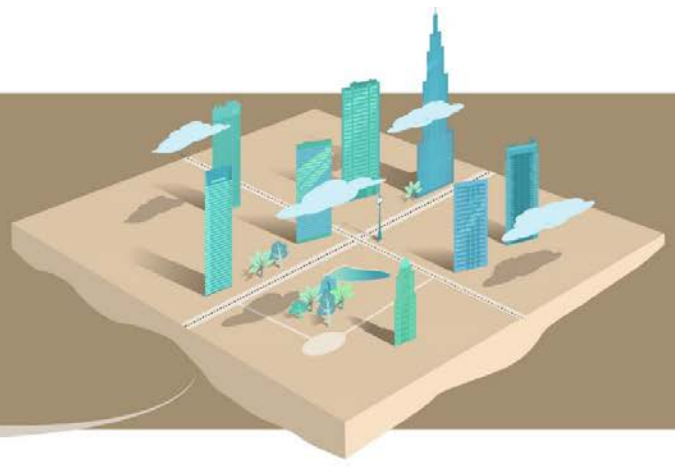
Contact planning staff at (361) 595-8055 to discuss zoning as it relates to your development project. Staff will help you explore the feasibility of your request and identify possible alternatives.

How is a property rezoned?

Rezoning requests are amendments to the official zoning map and require approval of an ordinance by City Commission. Rezoning requests are first considered by the Planning and Zoning Commission during a public hearing at which interested citizens may come forward to speak in favor or in opposition of a request. The Planning and Zoning Commission makes a recommendation to the City Commission. City Commission will then hold a separate public hearing on the matter to allow for additional public comment in favor or in opposition to the request. Please note that ordinances must appear twice on the City Commission agenda for approval. The first reading of the ordinance is usually on the same agenda as the public hearing of a rezoning request. The second reading is usually scheduled for the following City Commission meeting without another public hearing.

ZONING

FAQ'S - 2.2



How long will the rezoning process take? How much does it cost?

Upon formal submittal of an application, rezoning requests typically take 60-90 days to process; depending upon the submittal date in relation to the next regularly scheduled meeting date. Meeting dates, application deadlines and application fee amounts can be found in the Appendix or on the Planning and Development Services' website at www.cityofkingsville.com. Please note that application fees are generally non-refundable.

How do I initiate a rezoning request?

Application forms are available in the Planning and Development Services Department offices or online at <https://www.cityofkingsville.com/departments/planning-and-development-services/apps-maps-plans/>. To initiate a rezoning request, complete the Master Land Use Application form and return it with the information listed in the accompanying checklist to the Planning and Development Services Department with the required application fee. Please be advised that there is no guarantee that the City Commission will approve your rezoning request. We recommend discussing a rezoning request with planning staff prior to submitting a formal application. Staff will help you explore the feasibility of your request and if needed identify possible alternatives.

When and where do the Planning and Zoning Commission and City Council meet?

The Planning and Zoning Commission meets on the 1st and 3rd Wednesdays of the month at 6:00 p.m. in Commission Chamber on the first floor of City Hall at 400 W. King Avenue. The City Commission generally meets on the 2nd and 4th Mondays of the month at 5:00 p.m. also in the Commission Chamber.

How do the Planning and Zoning Commission and City Council obtain public input?

The public has the opportunity to comment during public hearings before the Planning and Zoning Commission and the City Commission. Fifteen days prior to a public hearing before the Planning and Zoning Commission, the Planning and Development Services Department posts a public notice in the newspaper and mails a public hearing notice to property owners within 200 feet of the property for which a rezoning/Special Use Permit is requested. Prior to a hearing before the City Commission, a second public hearing notice is published in the newspaper. Planning and Zoning Commission and City Commission meeting agendas are prominently posted at all entrance doors of the City Hall Building and online at www.cityofkingsville.com. The public may personally present, mail or fax written comments in favor or in opposition to a request to the Planning and Development Services Department offices. Any comments received before a scheduled hearing will be provided to the Planning and Zoning Commission and City Commission.

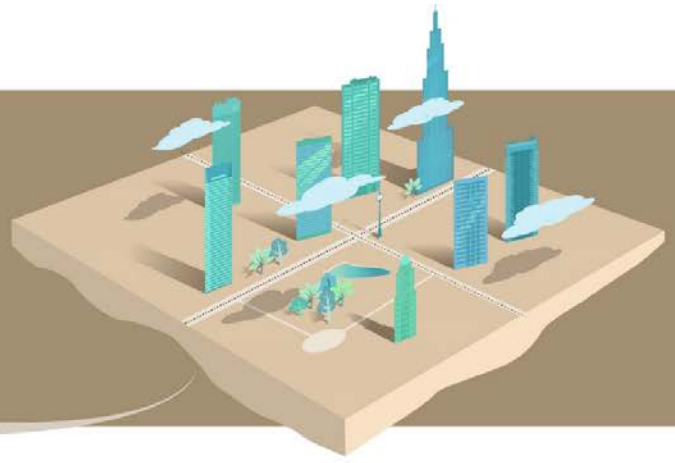
City of Kingsville – Planning and Development Services

410 W King Ave. P.O. Box 1458

Phone: (361) 595-8055

ZONING

FAQ'S - 2.2



What happens at the public hearings?

Public hearings allow property owners, proponents and concerned citizens the opportunity to voice their opinion on a rezoning/special use permit request, usually following the presentation of a staff report. It is recommended that applicants or their representative attend the public hearings and are prepared to answer questions relating to their request from Planning Commissioners or City Commission members.

What if the Planning and Zoning Commission recommends denial of my request?

Should the Planning and Zoning Commission recommend denial of your rezoning or special use permit request, the recommendation will be forwarded to the City Commission accompanied by the staff report and the minutes of the public hearing. The minutes will provide insight as to what prompted the recommendation of denial from the Planning and Zoning Commission. The request will then be scheduled for a public hearing on the next available City Commission meeting.

How should I prepare for the public hearings?

Applicants should plan to attend all public hearings concerning your request to present your case and answer any questions from Planning and Zoning Commissioners or City Commission members. If you are unable to attend a meeting, you may send an authorized representative to speak on your behalf. Presentations to the Planning and Zoning Commission or the City Commission should be brief and concise. While presentations are not generally required, they may help illustrate the project and support your request. If you desire to use visual aids, please notify the Planning and Development Services Department at least 24 hours prior to the meeting so that projectors, easels, etc. can be provided.

If the City Commission approves my rezoning request, what do I do next?

Before a building permit can be issued, some or all of the following processes must be completed, where applicable:

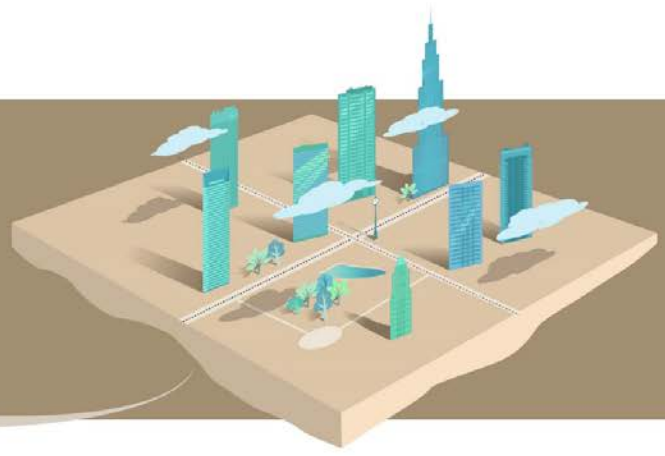
- platting of the property (see Chapter 3)
- installation of public infrastructure (see Chapter 4)
- building plan/permit

Where can I find more information?

For more information on the zoning process, please refer to the Zoning Ordinance located on the website at www.cityofkingsville.com. Please contact Planning staff in the Planning and Development Services project.

ZONING

CHECKLIST - 2.3

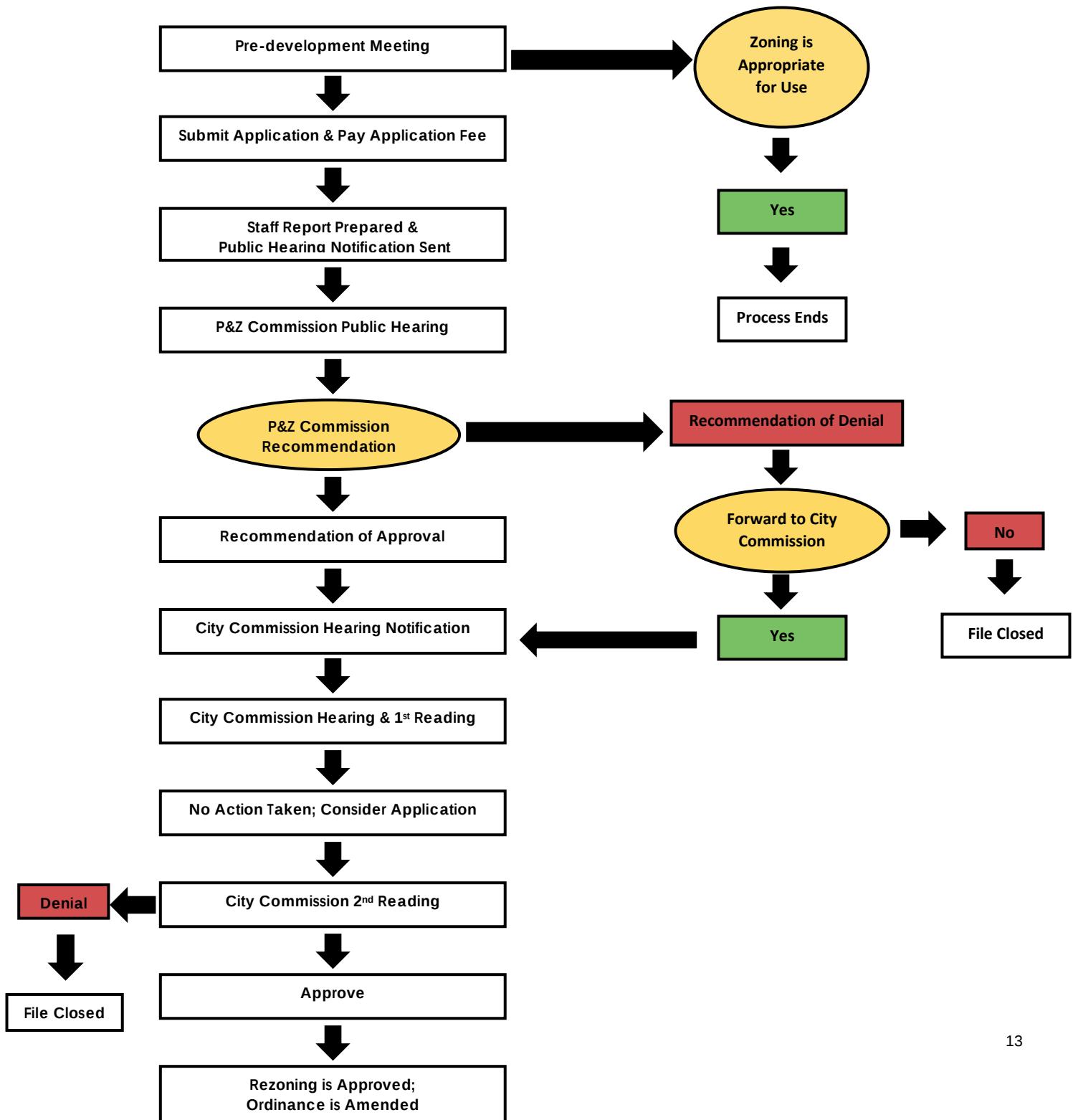
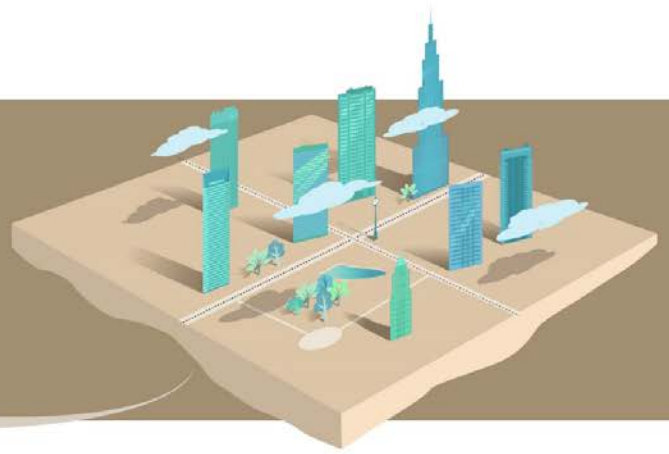


If a property's zoning designation allows the proposed use, you should proceed to the next chapter (platting). If the zoning designation of a property does not allow the use you propose, the following steps may be taken:

- ☐ Meet with planning staff to discuss your development project (recommended);
- ☐ Submit the following items to the Planning and Development Services Department:
 - ☐ Master Land Use Application indicating a request for rezoning bearing the property owner's signature; and
 - ☐ Legal description of the property (metes-and-bounds or lot & subdivision); and
 - ☐ Site and landscape plans: 1 full size, 15 - 11"x17" reductions and an electronic file; and
 - ☐ A written description of the requested zoning district and the proposed use; and
 - ☐ A site plan showing the location, dimension, material and configuration of all existing buildings, structures and other improvements; and
 - ☐ The lot size in square feet and the dimensions thereof; and
 - ☐ The land uses surrounding the lot(s) for which site plan approval is being sought; and
 - ☐ The zoning on the lots and parcels surrounding the lot(s) for which site plan approval is being sought; and
 - ☐ Such additional information as the Director of Planning and Development Services may deem pertinent and essential to the application; and
 - ☐ Nonrefundable application fee
- ☐ Attend the public hearing before the Planning and Zoning Commission (the Commission generally meets on the 1st and 3rd Wednesdays of the month at 6:00 p.m. in Commission Chamber on the first floor of the City Hall, 400 W. King Avenue); and
- ☐ Attend the public hearing and ordinance readings before the City Commission (City Commission generally meets on the 2nd and 4th Mondays of the month at 5:00 p.m. in Commission Chamber in the Helen Kleberg Groves Community Room, City Hall, 400 W. King Avenue).

ZONING

FLOWCHART - 2.4





CITY OF
KINGSVILLE
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CHAPTER 3 PLATTING



PLATTING

OVERVIEW - 3.1



The regulation of land through the Subdivision Platting Process is a method of ensuring sound community growth and safeguarding the interest of the homeowner, developer and the City of Kingsville. The City of Kingsville has the authority to regulate subdivision platting within its corporate limits and its Extraterritorial Jurisdiction (ETJ) through an adopted subdivision ordinance.

This chapter provides information about subdivision regulations in the City of Kingsville and its ETJ. When purchasing, selling, subdividing property, or constructing a new home or business, residents of the City of Kingsville should be aware of these regulations.

WHAT IS A SUBDIVISION?

A subdivision is the division of any lot, tract or parcel of land into two or more lots or the consolidation of two or more lots, for the purpose of sale or building development. A subdivision plat is required to be submitted for processing in the Kingsville city limits if there is an anticipated division of a tract of land into two or more parts and for the purpose of development permits.

A subdivision plat is also required to be submitted for the subdivision of land in Kingsville's Extraterritorial Jurisdiction if there is an anticipated division of a tract of land into two or more parts or consolidation of two or more lots, that do not meet the minimum standards as stated in Kingsville's Subdivision Ordinance to ensure adequate public facilities.

DEFINITION OF A PLAT

A plat is a survey of property that describes the dimensions and location of the property, street right-of-way, and easements. A plat also establishes the lot, block, and subdivision name used in real estate transactions. It serves as a legal document complete with a drawing of the property boundaries, a written description of those boundaries, a dedication statement from the property owner, a title block, and approval statements and certifications. Plats must be prepared and sealed by a Registered Professional Land Surveyor.

THE REASON FOR PLATTING

The platting process ensures that all lots comply with the City of Kingsville's standards for development which are intended to enhance and protect the public health, safety, and welfare of its residents. Plats are reviewed for compliance with regulations regarding minimum lot size, width and depth, street access and width, utility provisions, parks and open space provisions, and drainage and flood plain protection.

PLATTING

OVERVIEW - 3.1



PLATTING INSIDE THE KINGSVILLE CITY LIMITS

Plat approval is divided into three distinct phases: pre-development plan/review, preliminary plat, and final plat. A pre-development meeting is required prior to the formal submittal of an application for subdivision to ensure the conceptual development plan is consistent with the intent of the subdivision code and master plan. Preliminary plats provide a detailed layout of the subdivision with existing and proposed features. A preliminary plat is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Final plats are the legal instruments that create lots, block and streets. Final plats are filed and recorded with Kleberg County.

A plat is required in the following circumstances:

1. Subdivision of land into two or more parts
2. Changed configuration of existing filed plats
3. Division of land where there is not access to the tract
4. Division of land where new public infrastructure is required
5. Development of land where new public infrastructure is required

It is important to note that if any of the above-mentioned circumstances apply to a development project, no building permits can be issued until the plat is approved by the City.

Following the filing of a final plat, newly created lots in a subdivision may be sold individually. A replat represents the re-subdivision of a parcel or parcels of property that have already been subdivided and for which a final plat has been filed with the County Clerk.

PLAT REVIEW

Planning staff leads the review process for minor plats and regular plats. A Subdivision Review Team, which consists of representatives from the Planning, Engineering, Health, Public Works and Fire Inspection Divisions performs the collective review of the plat to ensure the minimum standards and regulations of the subdivision code are met. Planning staff also works with the local utilities to ensure their input is included in the review of any pending development plat and to ensure services can be provided. Comments are collected and communicated by the planning staff if and when revisions are required.

PLATTING

OVERVIEW - 3.1



MINOR PLATS

The Director of Planning and Development Services approves minor plats administratively. Minor plats are not referred to the Planning and Zoning Commission or the City Commission. Plats that qualify as minor plats and are administratively approved are generally processed within approximately 14-21 days. These plats are normally recorded within several days upon final approval.

A minor plat must:

1. Be four or fewer lots
2. Not involve the extension of municipal facilities
3. Front on an existing street, and
4. Involve no creation of new streets

SUBDIVISION PLATS (OTHER THAN MINOR PLATS)

The approval process for preliminary plats, final plats and replats consists of five major steps:

1. Submission of plan or plat as well as engineering documents (e.g., drainage calculations, grading plan, detention/retention and sewer system report) with completed application form and applicable fee;
2. Review by the Subdivision Development Review Team;
3. Approval by either the Director for minor plats or the Planning and Zoning Commission and City Commission for regular plats;
4. Construction and acceptance of required infrastructure (if applicable); and
5. Filing and recording of the final plat with the Kleberg County

Plat approval applications may be submitted on any workday and require submission of a completed plat application form to the Planning and Development Services Department with the required application fee and 15 copies of the plat document. Plat applications submitted before 12:00 Noon on a Thursday will be reviewed by the Subdivision Development Review Team by the following Friday. Please note that only a licensed professional land surveyor can prepare subdivision plat documents. A licensed professional engineer will be needed if the installation of public infrastructure is required.

APPROVED PLATS

Following approval of a final plat or replat, any outstanding fees, e.g., recording fees, must be paid and the following documents must be submitted to the Planning and Development Services Department:

- Two Mylar copies of the approved plat;
- An electronic version of the approved plat in pdf format; and
- A tax certificate from the Kleberg County Appraisal District showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat

PLATTING OVERVIEW - 3.1



If no public infrastructure (roads, water, sewer, drainage facilities) is required to be installed in conjunction with the final plat or replat, staff will file the plat with Kleberg County once all the aforementioned items are received.

Please note that final plats or replats requiring installation of public infrastructure are not filed with the County until the infrastructure is actually constructed and accepted, or financially guaranteed (See Appendix). The public infrastructure process is described in the following Chapter 4. Please contact Planning staff at (361) 595-8055 if you have any questions regarding the platting process.

REQUIREMENTS FOR A PUBLIC HEARING TO ACT ON REPLATS

Public notice is required for the public hearing before the Planning and Zoning Commission and the City Commission considers a replat. The notification process includes a public notice in the local newspaper. Letters are mailed 15 days prior to the meeting to surrounding property owners within 200 feet of the area to be considered for a replat.

APPLICATION FEES

There are non-refundable filing fees for subdivision plat processing. These fees cover the cost of review, noticing, advertising, and other hard costs associated with the subdivision plat in the Kleberg County Recorder's Office. Fee schedules are available in the Appendix and also in Chapter 15 of the Code of Ordinances, Article 3 Subdivisions. This can be accessed at the City of Kingsville web site www.cityofkingsville.com.

WHO CAN I CONTACT FOR MORE INFORMATION?

This information is being provided to increase your awareness of the subdivision platting regulations and processes applicable in the City of Kingsville. Contact the Planning and Development Services Department to discuss your particular situation prior to construction or before you sell or purchase your property. If you have any questions concerning these regulations, please contact the following:

City of Kingsville – Planning and Development Services
410 W Kleberg Ave.
P.O. Box 1458
Phone: (361) 595-8055
www.cityofkingsville.com

PLATTING

OVERVIEW - 3.1



PLATTING WITHIN KINGSVILLE'S EXTRATERRITORIAL JURISDICTION

Before any plat or replat of a lot, subdivision or addition of land inside Kingsville or within its extra-territorial jurisdiction is to be recorded with the County, it shall first be approved by the Planning and Zoning Commission of the city, as well as the City Commission, in conformity with Tex. Loc. Gov't Code, §§ 212.001 et seq., and the subdivision code. Every owner of any tract of land situated within the extra-territorial jurisdiction of the corporate limits of Kingsville who may want to:

- divide the tract into two or more parts for the purpose of laying out any subdivision of any tract of land; or
- lay out suburban lots or building lots; or
- create lots, streets, alleys or parks or other portions intended for public use

Those who are initiating any of the above need to create a plat to accurately describe the proposed subdivision or addition by metes and bounds and provide the dimensions of the subdivision tract, dimensions of all streets, alleys, squares, parks or other portions intended to be dedicated to public use.

INFORMATION REQUIRED WHEN SUBMITTING A PLAT IN KINGSVILLE'S ETJ

The platting process for Kingsville's ETJ begins with a meeting with the property owner to discuss the type of plat and items needed for processing the subdivision plat. These items include the following:

- Survey with field notes by a Registered Professional Land Surveyor
- Four copies 18" x 24" in size
- Floodplain certifications
- Proof of ownership (deed) of the property
- Certifications for the surveyor, owner, health district, county court
- On-site sewage facility study (OSSF) prepared by a certified engineer (if public sewer is not available to the site)
- Water system certification by a local water company provider
- Tax Certificates

A completed application form, checklist and fee should accompany the submission of a plat. The plat application requires the name of the subdivision, the number of acres and lots, and the name and address of the property owner and surveyor.

The submittal of these items on or before the monthly deadline date will then initiate the process of review by the City, County, and Utilities. The review of the subdivision plat will follow with a letter of requirements that will be sent to the property owner and the surveyor prior to the City Planning and Zoning Commission and Kingsville City Commission Meetings. The City Planning and Zoning Commission will review the subdivision plat (except minor plats) and make a recommendation to the City Commission. The City Commission will then make the final determination on the subdivision plat. When the applicant meets all requirements, the subdivision plat will be forwarded to the Kleberg County Commissioner's Court for action.

PLATTING

FAQ'S - 3.2



What is the first step in the platting process?

Prior to submission of an application, you shall meet with the Planning & Development Services Department to discuss procedures, policies, and standards required by the City for a development. The pre-development meeting will expedite the process once initiated and assist in limiting excess expenses during the approval process. To schedule a pre-development meeting for Tuesdays at 2:30p.m., please contact the Planning and Development Services Department at (361) 595-8055.

Can I sell an existing tract of land in the City without a subdivision plat?

A property owner may sell or convey a tract of land that is currently not platted in the Kingsville city limits to a prospective buyer. It is recommended that the seller advise the buyer of the need for platting if the buyer intends to obtain a building permit. Contact the Planning and Development Services to discuss the property prior to sale, purchase, or construction on your property to ensure no issues arise.

Do all plats require approval by the Planning and Zoning Commission?

No, Planning and Zoning Commission approval is not required for amending plats and minor plats (subdivisions involving less than four lots and where no public infrastructure is required to be installed). These plats are approved administratively by City staff.

How do I get a plat document prepared?

You will need to enlist the services of a licensed professional land surveyor. A licensed professional engineer will be needed if the installation of public infrastructure is required. You can locate a professional engineer or land surveyor by contacting the Texas Society of Professional Engineers, the Texas Surveyor's Association or consulting a phone directory. Blue or black line prints and a digital copy of the graphics file shall be prepared. Please refer to the Appendix for plat form and content and plat application submission requirements.

What is the next step after the staff or the City Commission approve a final plat and no public infrastructure (roads and water, sewer, drainage facilities) is required?

Following approval by City staff or the City Commission, other applicable fees, such as recording fees, will need to be paid. In addition, the following documents must be submitted to the Planning and Development Services Department: 1. Two Mylar copies of the approved plat; 2. an electronic version of the approved plat in pdf, dwg, dxf, or dgn format; and 3. Tax certificate from the Kleberg County Appraisal District showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat. Staff will then file the plat with the Kleberg County Clerk.

What is the next step after the staff or the Planning and Zoning Commission approve a final plat and installation of public infrastructure is required?

Engineered construction plans for public infrastructure (roads and water, sewer, drainage facilities, etc.) must be submitted for review and approval by engineering staff prior to construction. Please see the following Chapter 4 for subsequent steps in the development process. Final plats or replats requiring installation of public infrastructure are not filed with the County Clerk until the infrastructure is actually constructed and accepted, or financially guaranteed.

Where can I find more information?

For more information on the platting process, please refer to the Subdivision Ordinance online at www.cityofkingsville.com. Please contact Planning staff at (361) 595-8055 if you have any questions regarding the platting process.

PLATTING

CHECKLIST - 3.3



Persons wishing to subdivide property are encouraged to meet with City Staff prior to informal or official submission of a subdivision plat in order to better understand and comply with the City's requirements for submittal. The owner, prospective buyer, surveyor, and or representative are encouraged to attend this pre-development meeting to discuss a time line and specific requirements for the processing of the subdivision plat. City staff will recommend disapproval of officially submitted plats that do not meet the ordinance requirements.

A completed application form and fee shall accompany the submission of a plat. The plat application requires the name of the subdivision, the number of acres and lots, the name and address of the property owner and surveyor. The submittal of these items prior to the monthly deadline date will then initiate the process of review by the city departments and utilities. Deadline dates are available in the Planning and Development Services office.

As previously mentioned, the platting process begins with a meeting of the applicant and city staff on Tuesdays at 2:30p.m. to discuss the proposed development, type of plat and items needed for processing the subdivision plat. These items include the following:

- ☐ Pre-development meeting with Planning and Development Services Department staff to discuss the proposed project (mandatory)
- ☐ Submit the following items to the Planning and Development Services Department:
- ☐ Application form signed by the property owner;
- ☐ 5 copies of plat document;
- ☐ Nonrefundable application fee (see Appendix);

The plat must contain the following information:

- ☐ Proposed Subdivision name; must be unique
- ☐ Property boundary and acreage
- ☐ Copy of Warranty Deed
- ☐ Elevation Benchmark indicated
- ☐ Lot grading plan provided
- ☐ Storm runoff calculations
- ☐ Storm Runoff detention
- ☐ Storm runoff discharge outfall

PLATTING

CHECKLIST - 3.3



- ☐ Contours lines shown on plat at a minimum of 2 foot intervals
- ☐ FIRM flood zone designation boundary shown on plat (where applicable)
- ☐ TxDOT permits required and submitted (where applicable)
- ☐ Street offsets must be greater than 125 ft. CL to CL
- ☐ Length of cul-de-sac less than 500'
- ☐ Proposed streets grades min of 0.25%
- ☐ Proposed streets with names and width shown
- ☐ Proposed streets indicating adequate width
- ☐ Block lengths max 800', min 250'
- ☐ Reverse curves must be separate by a straight section min 100'
- ☐ Streets must intersect at right angles
- ☐ Plat layout must be consistent with city's thoroughfare plan
- ☐ No residential lots fronting arterial or highways
- ☐ Commercial lots fronting Expwy 77 (bypass) min 100'
- ☐ All lots with direct access onto Expwy 77 (bypass) min 1 acre
- ☐ Sidewalk plan adequate and shown on preliminary plat
- ☐ Alleys or loading zone required on commercial developments
- ☐ Street lighting plan shown on preliminary plat
- ☐ Fire Hydrant spacing shown on preliminary plat
- ☐ Storm inlet spacing adequate (300' max street flow)
- ☐ SWPPP required and submitted
- ☐ Show adjoining properties
- ☐ Show adjoining owner's name
- ☐ If part of a larger tract, conceptual development plan submitted
- ☐ Show adjacent street right of way width(s)
- ☐ Show adjacent waterways or streams
- ☐ Existing or Adjacent easement shown with volume and page number
- ☐ All proposed easements properly indicated
 - 10' if along street, 15' if on side or rear of lot, 20' if straddled along common lot lines

PLATTING

CHECKLIST - 3.3

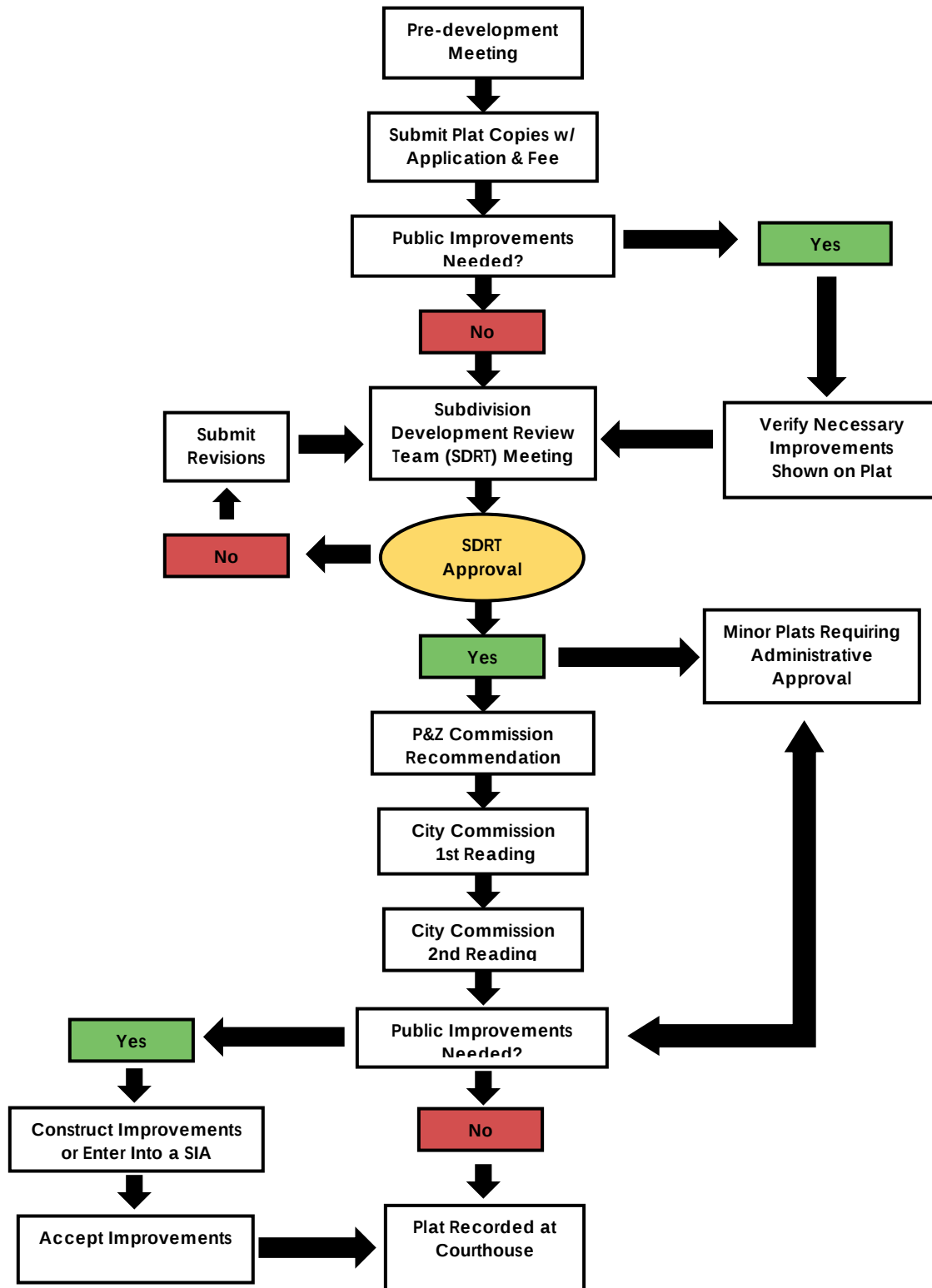


- ☐ Lot bearing and dimensions
 - ☐ Lot square footage as required by the zoning district
 - ☐ Interior Lot frontage min of 50 ft.
 - ☐ Corner Lot frontage min of 70 ft.
 - ☐ Lot depth min of 110 ft.
 - ☐ Lot corner pins shown and monuments provided
 - ☐ Indicate if property is in a Military Influence Area
 - ☐ Building setback lines shown on plat
 - ☐ Sheets bear Engineer's seal and signature
 - ☐ Proposed waterlines indicate size, material and lengths
 - ☐ Proposed waterlines systems must be looped
 - ☐ Proposed waterlines systems min 8", 6" allow for FHs
 - ☐ Proposed sanitary sewer lines indicate size, material and lengths
 - ☐ Proposed storm drainage lines indicate size, material and lengths
 - ☐ Proposed streets plan include construction details
-
- ☐ Attend review meeting specifically scheduled for your project in the Planning and Development Services Department at 410 W. King Avenue (meetings are scheduled for Tuesdays at 2:30 p.m.);
 - ☐ Submit revised drawings to the Planning and Development Services Department for additional review by the Subdivision Review Team, if necessary;
 - ☐ Attend Planning and Zoning Commission meeting, if applicable (the Planning and Zoning Commission generally meets on the 1st and 3rd Wednesdays of the month at 6:00 p.m. in Commission Chamber on the first floor of City Hall, 400 W. King Avenue);
 - ☐ Submit Mylar, tax certificate, recording fee and any other required fees (the Mylar copy must contain the notarized signature of the property owner(s) as well as the signature and seal of an engineer/land surveyor licensed in the State of Texas).

The final plat is then filed for record with the Kleberg County Clerk unless installation of public infrastructure required. If so, the plat will be held until the infrastructure is constructed and accepted or financially secured via Subdivision Improvement Agreement. Upon recording, the Mylar copy of the recorded plat is returned to the Engineering Department where it is archived.

PLATTING

FLOWCHART - 3.4





CHAPTER 4
PUBLIC INFRASTRUCTURE
& STORM WATER
MANAGEMENT



PUBLIC INFRASTRUCTURE OVERVIEW - 4.1



Public infrastructure (roads and water, sewer, drainage facilities) are generally the responsibility of the developer and must be physically constructed (or financially guaranteed) and accepted by the City before full building permits for a development project can be issued and/or a plat is filed. During this process, the developer, contractor and the City's engineering staff work together to ensure a quality and cost effective project, which meets or exceeds the minimum requirements of the subdivision code.

CONSTRUCTION PLANS

The public infrastructure construction process begins with the submission of engineered construction plans for a development project to the City's engineering staff for review and comment. These plans provide a common reference base for all parties during the construction and inspection phase and ensure that improvements meet minimum City standards. The design guidelines are found within Chapter 15 of the Code of Ordinances which are available online at www.cityofkingsville.com.

Construction plans can be submitted at any time during the plat application process, although typically they are submitted at the same time as the preliminary plat, or upon approval of the preliminary plat to avoid unforeseen revisions. Generally, a two-week turnaround for plan review can be anticipated. Construction plans will address drainage, paving, and utility improvements by employing the minimum requirements as outlined in the Subdivision Code.

TRAFFIC IMPACT ANALYSIS (IF APPLICABLE)

The purpose of the Traffic Impact Analysis is to provide developers and engineering staff with information found in the traffic impact analysis study, which in some cases will be required to be submitted in conjunction with development plans. For more information regarding this study and when it may be required, contact the City Engineer at 361-595-8005.

CONSTRUCTION OF IMPROVEMENTS

Once engineering construction plans are approved by the City, they will be stamped "Approved." At this point, the developer, the developer's contractor and the City's engineering staff shall hold a pre-construction meeting to coordinate construction activities. An inspector will be assigned to the job to ensure that all City codes, policies, procedures and plans are followed. Please also see the public infrastructure process checklist below. The developer's contractor shall notify the City Engineer at least 48 hours before construction work is planned to begin.

When construction is complete, a final field inspection will be conducted by the City Engineer to generate a punch list. After the construction items on the punch list have been completed, a Letter of Acceptance will be issued. This is the formal acceptance of the public infrastructure by the City. Mylar as-built drawings and a 2-year Letter of Guarantee bearing the signatures of the design engineer and contractor must be submitted to the City. As-built drawings should show all deviations from the originally approved engineering construction drawings.

PUBLIC INFRASTRUCTURE OVERVIEW - 4.1



The 2-year Letter of Guarantee is the developer's/contractor's guarantee or warranty on the materials and workmanship of the public improvements for a period of two years after completion of construction. A Letter of Guarantee is required prior to the filing of the plat, before full building permits or a Certificate of Occupancy can be issued.

In some instances, the City may participate in extra width paving and/or oversizing of utility facilities. A developer may request the City's oversize participation by submitting a letter outlining utility facility requirements and the public benefit that would be derived from the City's participation in the project. This request should be submitted prior to the City's approval of engineering construction drawings. If the City elects to participate, a refund for the agreed-upon participation amount will be issued to the developer after the Letter of Acceptance has been issued for the newly-installed infrastructure. Most requests will go to the City Commission for approval.

TEXAS DEPARTMENT OF TRANSPORTATION APPROVALS

A permit from the Texas Department of Transportation (TxDOT Permit) is required for any work within a state right-of-way. Examples of such work include driveways, sidewalks, utilities (water, sewer, drainage, etc.) and street construction. Issued TxDOT Permits must be submitted to the City Engineer for review and documentation. If improvements to actual TxDOT pavements or medians are needed, such as decel lanes, a "donation agreement" with TxDOT will be required. The City Engineer can coordinate with TxDOT in cooperation with the developer, but because these items take an additional coordination external to the City of Kingsville, it is recommended to submit these early on in the process.

COMPLETION OF IMPROVEMENTS

When all required infrastructure is constructed and accepted, any outstanding fees, i.e., street sign fees, must be paid and the following documents must be submitted to the Planning and Development Services Department:

- As-built drawings; and
- Letter of Guarantee/Warranty;

The City Engineer will endorse the filing of the final plat or replat with the Kleberg County Clerk once all the aforementioned items are received. Once the plat is filed, you can proceed to the building permit process. Please contact engineering staff at (361) 595-8005 if you have any questions concerning the subjects discussed in this section.

STORM WATER MANAGEMENT OVERVIEW - 4.2



A Drainage Calculation Report is required for all developments in order to evaluate the impacts to the existing drainage system and determine compliance with the subdivision codes. Mitigation measures such as storm water detention facilities are typically required. The requirement to build a detention pond is determined by a number of factors, including the amount of increased runoff, the location of the development as it relates to its drainage basin and the effects of detention (both upstream and downstream) from a proposed development. Please refer to Chapter 5 of the Kingsville Code of for additional information regarding drainage reports and detention ponds.

The City of Kingsville utilizes chapter 15 of the Code of Ordinances, specifically the subdivision code and a storm water ordinance within Chapter 5, that requires developments to comply with the State of Texas regulations regarding storm water quality and comply with the State's general permit for construction activities. Notice of Intent, Erosion Control Plans, Storm Water Pollution Prevention Plans, etc. are all requirements for development.

A Floodplain Development Permit is required when a developer wishes to build in property that is located in a potential flood hazard area, for example the 100-year floodplain. Proposed developments in the 100-year floodway are prohibited unless an engineer, licensed in the State of Texas, can demonstrate through hydrologic and hydraulic analyses in accordance with standard engineering protocol that proposed encroachments would not result in any increase in flood levels through the community. The engineer will need to submit the study and supporting hydraulic data to the City's Engineering Department. Since the information will be reviewed and approved by the City as well as the Federal Emergency Management Agency (FEMA), appropriate FEMA application forms and fees must also be submitted. A detailed study may also be required for development in areas that do not yet have a mapped floodway but have been identified as floodplain. If the proposed grading or improvements only involve property in the floodplain fringe, a development plan and floodplain development permit application (with the appropriate certifications) will need to be submitted to the City Engineer for City review and approval. This may also require FEMA submittals. After construction, Elevation and/or Floodproofing Certificates will be required as applicable to the project.

PUBLIC INFRASTRUCTURE FAQ'S - 4.3



What is public infrastructure?

Generally, public infrastructure includes water, sanitary sewer and storm sewer lines, as well as streets, street trees and sidewalks that are built by the developer and then dedicated to be owned and maintained by the City of Kingsville. Other infrastructure such as electric, natural gas, cable and telephone are handled by private utility companies. Please see the Appendix for utility provider contact information.

How do I know when public infrastructure is required?

Public infrastructure needs are usually identified during pre-development meetings with City staff and site inspections. More specific requirements are identified during the plat review process described in Chapter 3.

Who can prepare construction plans for my project?

You will need to enlist the services of a professional engineer licensed in the State of Texas to design and prepare construction plans associated with new infrastructure. You can locate a professional engineer by contacting the Texas Society of Professional Engineers or by consulting a phone directory.

How far do I need to extend public utilities to serve my development?

Public water and sewer mains, as well as streets, need to be extended "to and through" the property to be developed. This will allow adjacent future development and/or property owners to tie into these utilities and extend them to the boundaries of their property as additional development occurs. Typically, the extension of public utilities occurs in public rights-of-way or public utility easements. Contact the City Engineer at (361) 595-8040 if you have questions about utility extensions.

When do I have to construct a detention pond?

Storm water detention is required of most developments within the City of Kingsville. Detention requirements depend on the type of development and its location and impact on the drainage system. Contact the City Engineer at (361) 595-8040 if you have questions about detention facilities.

When does the City accept the public infrastructure that I build?

Official acceptance of developer-constructed public infrastructure occurs through issuance of a Letter of Acceptance. A Letter of Acceptance is issued at the completion of all public infrastructure construction.

Where can I find more information?

For technical specifications and construction details, please refer to the Chapter 5 of the Kingsville Code of Ordinances for Water, Sewer, Streets and Drainage online at www.cityofkingsville.com. Please contact the City Engineer at (361) 595-8005 if you have questions about the subjects discussed in this chapter.

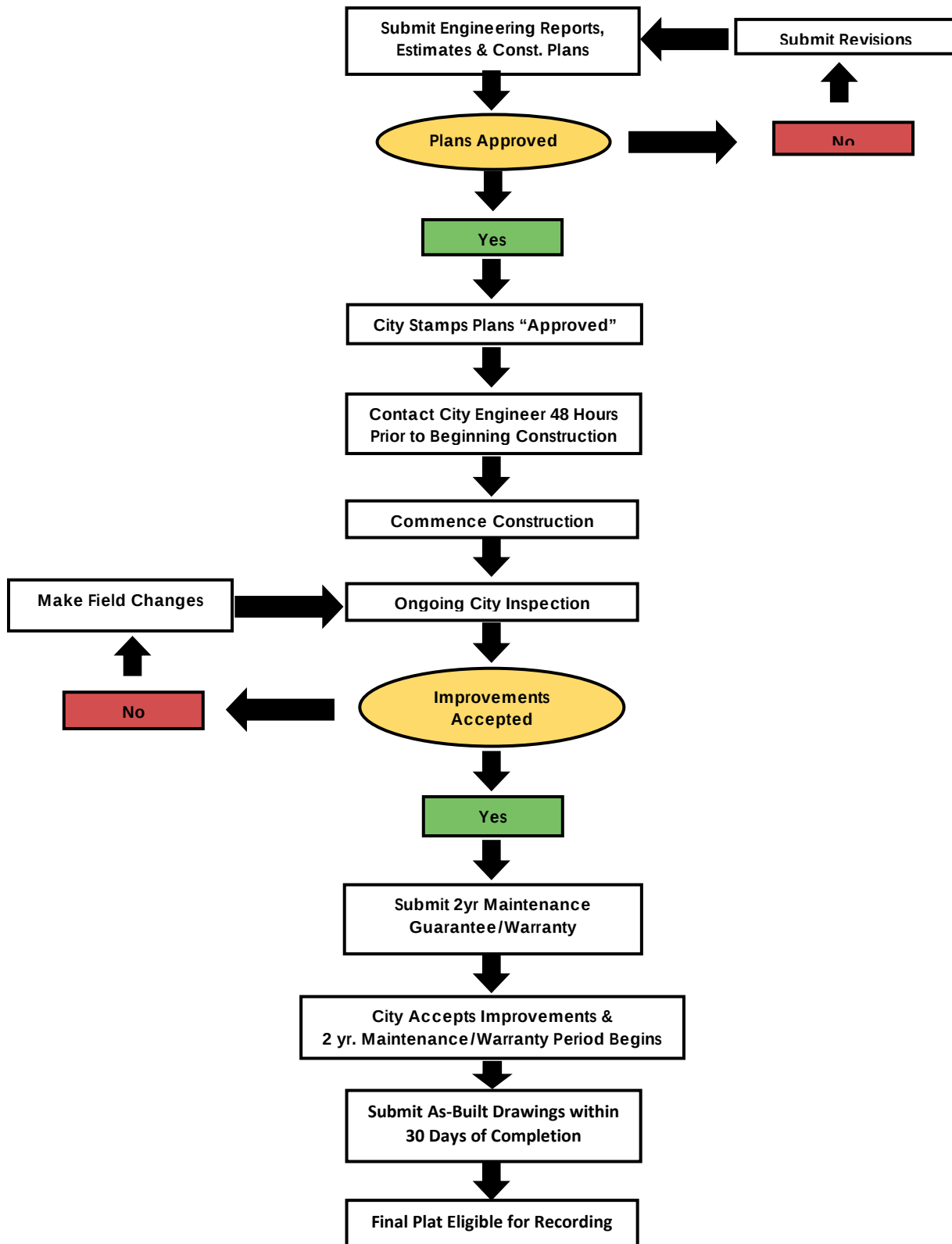
PUBLIC INFRASTRUCTURE CHECKLIST - 4.4



Submit all applicable engineering construction documents:

- ☐ Construction Drawings (7 sets minimum for review);
- ☐ Water or Sewer Engineering Reports (2 copies);
- ☐ Drainage Reports and Grading Plans (2 copies)
- ☐ Engineering Cost estimates (2 copies);
- ☐ Development Permits (1 copy); and
- ☐ Submit any revisions, if required per the City Engineer's review comments
- ☐ Obtain a set of City-approved construction plans stamped "Approved" (at least one copy must be kept at job site)
- ☐ Obtain necessary TxDOT permits for work in state rights-of-way, if applicable (keep a signed copy of permit at job site)
- ☐ Arrange a pre-construction meeting with City Engineering staff and representatives from all utility providers (optional)
- ☐ Notify the City Engineer at least 48 hours in advance of beginning infrastructure construction
- ☐ Ongoing City inspections
- ☐ Final inspection
- ☐ Punch list generated by the City Engineer or an Inspector
- ☐ Punch list items completed
- ☐ Letter of Acceptance issued by the City Engineer
- ☐ As-built drawings with signatures of design engineer and contractor submitted
- ☐ 2-year Letter of Guarantee/Warranty submitted
- ☐ Plat filed, full building permit released, or Certificate of Occupancy issued

PUBLIC INFRASTRUCTURE FLOWCHART - 4.5



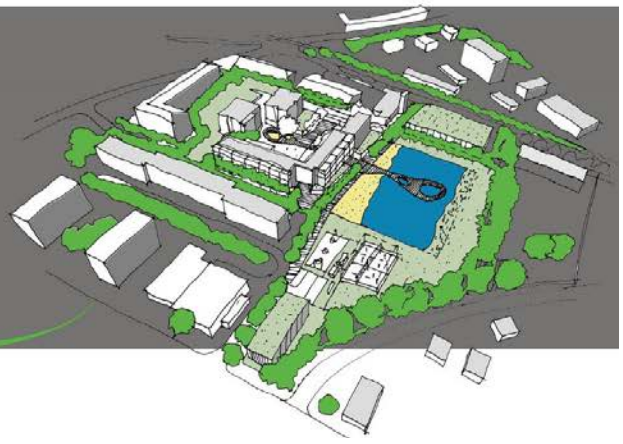


CHAPTER 5 MISCELLANEOUS DEVELOPMENT RELATED MATTERS



MISCELLANEOUS DEVELOPMENT

RELATED MATTERS



CITY OF KINGSVILLE MASTER PLAN

The Kingsville Master Plan was adopted in 2008. The Plan is designed to serve as a policy guide toward decision making regarding future development, redevelopment, and community enhancement in the City and its surrounding planning area over the next 20 years and beyond. Within the Master Plan is the Land Use Plan. The primary purpose of the Land Use Plan is to provide a rational, comprehensive basis, and general framework that will direct the future growth and development of the city. The Plan is also designed to provide specific recommendations and strategies for Plan Implementation.

The primary objectives of the Kingsville Master Plan are:

- Manage growth in an orderly manner; Minimize conflict between land uses;
- Facilitate public and private development;
- Ensure the efficient delivery of public services;
- Increase the cost-effectiveness of capital improvements; and
- Provide a rational and reasonable basis for making decisions about the community.

These objectives are drawn from the desires and aspirations of the residents. The goals and objectives of the Master Plan are intended to maintain Kingsville as an attractive place to live, work and raise a family.

COMPREHENSIVE HOUSING PLAN

The intent of the Comprehensive Housing Plan is to provide a framework for future housing development within the City of Kingsville, consistent with the approach presented in the City's adopted 2008 Master Plan. This Plan is designed to be an accessory to the City of Kingsville Master Plan in that it focuses on one of the many identified strategies of the Master Plan, while also acting as a guide for future housing development within the city. The particular focus of this plan pertains to the development of diversified housing and an overall design for an improved quality of life and a sustainable community based on a neighborhood unit concept.

KINGSVILLE HISTORIC DISTRICT

The City of Kingsville Historic District supports the historic preservation efforts of the City. The City also boasts many individual State of Texas and local historic landmarks as well. A map of the Kingsville Historic District is available in the Planning and Development Services Department.

Properties located within the historic district and designated historic landmarks have special rules to protect their historic value and integrity. Properties within this districts must have approval of a Certificate of Appropriateness by the Historical Development Board in the following circumstances:

- Exterior alteration to an existing structure;
- Construction of a new structure; and
- Demolition or removal of a structure.

The Historical Development Board is a body of six citizens appointed by the City Commission to protect the historic resources of the City. Approval of a Certificate of Appropriateness is required before exterior alteration, construction or demolition work can begin. It is important to remember that even minor alterations, for example, building a fence or painting a structure, may require approval from the Historical Development Board. Some properties outside the historic districts may have state or federal designations which require design review from a designated official before exterior alterations are allowed. All COA applications should follow the City of Kingsville design guidelines for historic properties.

If your property is located in a historic district, is a designated historic landmark or has state or federal protection, please contact the Planning staff at (361) 595-8055 before you begin any exterior alteration, construction or demolition work. ; also inquire about building permit requirements as they may pertain to your development project.



APPENDIX



APPENDIX

CONTACT INFORMATION- A.1



SUBDIVISION REVIEW TEAM/CITY STAFF

Planning Director- Manny Salazar

P.O. Box 1458, Kingsville Texas 78364

(p) 361-595-8055; msalazar@cityofkingsville.com

City Engineer - Charlie Cardenas

P.O. Box 1458, Kingsville Texas 78364

(p) 361-595-8005; ccardenas@cityofkingsville.com

Fire Chief- Juan Adame

P.O. Box 1458, Kingsville Texas 78364

(p) 361-592-6445; jjadame@cityofkingsville.com

Health Director- Emilio Garcia

P.O. Box 1458, Kingsville Texas 78364

(p) 361-592-3324; egarcia@cityofkingsville.com

Building Official- Don Pratt

P.O. Box 1458, Kingsville Texas 78364

(p) 361-595-8019; dpratt@cityofkingsville.com

UTILITIES/OTHER DEVELOPMENT RELATED CONTACTS

Electric: AEP (877) 373-4858

City of Kingsville Water/Sewer: Water (361)595-8030, Sewer (361)595-8085

Gas: Centerpoint Energy (800) 752-8036

Cable: Sparklite (888) 863-9928

Telephone: ATT (800) 288 2020

APPENDIX

BOARDS, COMMISSIONS & COMMITTEES - A.2



SUBDIVISION REVIEW TEAM

The Subdivision Review Team, which consists of representatives from the Planning, Engineering, Health, Public Works and Fire Inspection Divisions, performs the collective review of the plat to ensure the minimum standards and regulations of the subdivision code are met. Planning staff also works with the local utilities to ensure their input is included in the review of any pending development plat and to ensure services can be provided. Comments are collected and communicated by the planning staff if and when revisions are required.

Plat applications submitted before 12:00 Noon on a Thursday will be reviewed by the Subdivision Development Review Committee by the following Friday. Please note that only a licensed professional land surveyor can prepare subdivision plat documents. A licensed professional engineer will be needed if the installation of public infrastructure is required.

If you have any questions regarding the Subdivision Review Team, please contact the Planning Office at (361) 595-8055.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission is a body made up of seven citizens, appointed by the City Commission to hear, review and make recommendations on development-related issues. On all re-zonings, special use permits, development ordinance revisions, annexations, development plats, the Planning and Zoning Commission makes recommendations before these items are forwarded to the City Commission for a final decision.

Planning and Zoning Commission meetings are held on the 1st and 3rd Wednesdays of the month at 6:00 p.m. in Helen Kleberg Grove Community Room, City Hall at 400 E. W King Avenue. Applications for items to be considered by the Planning and Zoning Commission must be received by the Planning and Development Department at least thirty (30) calendar days prior to the scheduled meeting.

If you have any questions regarding the Planning and Zoning Commission, please contact Planning staff at (361) 595-8055.

CITY COMMISSION

The five-member City Commission consists of a mayor and four Commission members. The Mayor and Commission members are elected for four-year terms. The role of the City Commission is to enact ordinances and resolutions, adopt regulations, and set policy direction for the conduct of the affairs of the city.

City Commission meetings are held on the 2nd and 4th Mondays of the month at 5:00 p.m. in Commission Chamber Helen Kleberg Grove Community Room, City Hall at 400 E. W King Avenue.

If you have any questions regarding the City Commission, please contact the City Secretary's office at (361) 595-8002.

APPENDIX

BOARDS, COMMISSIONS & COMMITTEES - A.2



HISTORICAL DEVELOPMENT BOARD

The Historical Development Board is a body made up of six citizens, appointed by the City Commission to hear, review and make recommendations on historic preservation efforts within the Kingsville's Historic District. The primary duties of the Board shall be to act in an advisory capacity to the City Commission to advise the city of the following matters:

1. To effect and accomplish the protection, enhancement, and perpetuation of such historic structures and landscape features and of districts which represent or reflect elements of Kingsville's cultural, social, economic, political and architectural history;
2. Safeguard the city's historic, aesthetic, and cultural heritage;
3. Foster civic pride in the beauty and noble accomplishments of the past;
4. Protect and enhance Kingsville's attraction to tourists and visitors and the support to business and industry thereby provided;
5. Strengthen the economy of the city;
6. Promote the use of historic districts, landmarks, and structures, for the education, pleasure and welfare of the citizens of the city; and
7. Designate historic landmarks, districts, subjects, areas and sites.

If you have any questions regarding the Historic Development Board, please contact Planning staff at (361) 595-8055.

ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment is a body of five citizens appointed by City Commission to provide relief from the provisions of the Zoning Ordinance where such relief is deemed in the public interest. The Zoning Board of Adjustment is a quasi-judicial body. Appeals of a decision must be directed to a district court, county court, or county court at law.

The Zoning Board of Adjustment meets on an as-needed basis on the 2nd Thursday of the month at 6:00 p.m. in Helen Kleberg Grove Community Room, City Hall at 400 E. W King Avenue.

If you have any questions regarding the Zoning Board of Adjustment, please contact Planning staff at (361) 595-8055.

APPENDIX

FORM & CONTENT REQUIREMENT - A.3



PRELIMINARY PLAT & MINOR PLAT

The purpose of a preliminary plat is to establish lot design, utility layout as well as street and intersection design for a proposed subdivision. A preliminary plan must be prepared and sealed by a registered professional land surveyor, engineer, architect, or other professional, as applicable, and plotted on 24 inch x 36 inch sheets at a scale of not less than one inch = 100 feet. A note shall be provided referencing the name of the surveyor and the date of the survey. Preliminary plans must contain the following information:

1. Title block including proposed subdivision name, phase, block and lot numbers, current legal description (or reference thereto), acreage, name and address of property owner, name and address of surveyor, and date of survey;
2. Existing boundary and lot lines with bearings and distances;
3. Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines;
4. Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features;
5. Scale, north arrow, basis of bearing, and benchmarks (datum) and description.
6. Existing contours at intervals of two feet for grades up to five percent and not more than five feet for grades over five percent;
7. Preliminary drainage information (i.e., detention pond location and approximate size; preliminary size of facilities);
8. Location, size and centerline of all existing and proposed utilities;
9. Drainage structures, 100-year floodplain/floodway, watercourses, railroad, structures, and other physical features on or adjacent to the site;
10. Location of existing and proposed streets, alleys, bikeways, and sidewalks on or adjoining the site; such information shall include name, right-of-way widths, type and width of surfacing;
11. Location, size and purpose of all existing and proposed easements on or adjoining
12. The subject property; any areas reserved or dedicated for public uses; Existing zoning designations and associated building setback lines;
13. Existing conditions such as marshes, wooded areas, buildings and other significant features;
14. Significant features on adjacent properties such as slopes, structures, and power lines;
15. Proposed minimum slab elevation for wastewater service based on city approved datum for lots where a low tolerance exists if known;
16. Index sheet for plans with more than one sheet that shows the entire subdivision drawn to a scale that is clearly legible; and
17. Phasing plan if subdivision is to be constructed in phases

APPENDIX

FORM & CONTENT REQUIREMENT - A.3



FINAL PLAT (MINOR & REGULAR)

A final plat is the legal instrument that creates lots, blocks and streets. Final plats are filed with the Kleberg County Clerk. A final plat shall be prepared and sealed by a registered professional land surveyor in accordance with the associated preliminary plan. The final plat shall be drawn on 24 inch x 36 inch sheets at a scale of not less than one inch = 100 feet. Final plats must contain the following information:

1. Title block, including proposed subdivision name, phase, block and lot numbers, current legal description, acreage, name and address of present property owner, name and address of surveyor, and date of preparation;
2. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. The plat shall be located with respect to a corner of the survey or tract, or an original corner of the original survey of which it is a part;
3. Tract boundary lines, lot lines, and right-of-way lines of streets and easements with accurate dimensions, bearings, and deflection angles, radii and central angles of all curves;
4. All on-site easements and associated off-site easements;
5. Lot corner markers and survey monuments by symbol (tie a primary boundary corner to a city control point);
6. Descriptions by metes and bounds of the subdivision which shall close within accepted land survey standards;
7. Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines;
8. Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features;
9. Scale and north arrow;
10. Floodplains, floodways, significant drainage structures, railroads, significant structures, other physical features on or adjacent to the site and where applicable centerlines of all watercourses and the high banks of significant watercourses; Street name, right-of-way widths, type and width of surfacing, and recorded volume and page of rights-of-way; note: label all private streets;
11. Number to identify each lot and block and computed acreage of each; Any areas reserved or dedicated for public uses;
12. Proposed minimum slab elevation (based on city approved datum) for areas of low wastewater service tolerances, property in or adjacent to a FEMA special flood hazard area, adjacent to detention facilities or as required by the City Engineer; Certifications as shown in Subdivision Ordinance Section 110-34; and
13. Index sheet for plats with more than one sheet that shows the entire subdivision drawn to a scale of not less than one inch = 500 feet

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DEDICATION LANGUAGE AND SIGNATURE BLOCK EXAMPLES

[INCLUDE THE FOLLOWING DEDICATION LANGUAGE FOR INDIVIDUALS (MODIFY APPROPRIATELY TO REFLECT EXACTLY AS SHOWN ON PROPERTY DEED)]:

NOW THEREFORE, KNOW ALL BY THESE PRESENTS:

That _____, the owner [OR INSERT IF A BUSINESS ENTITY "acting by and through its duly authorized agent"] of the property described in this plat does hereby adopt this plat, designating the property as _____, an addition to the City of Kingsville, Kleberg County, Texas and does hereby dedicate, in fee simple and to the public use forever, the streets, roads, avenues, alleys, public areas shown thereon and does further dedicate to the public use forever the easements shown thereon for the purposes indicated. _____ does herein certify the following:

1. The streets, roads, avenues and alleys are dedicated for street, road and avenue purposes
2. All public improvements and dedications shall be free and clear of all debt, liens and/or encumbrances
3. The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated on this plat
4. All easements dedicated by this plat shall be open to, without limitation, all public and private utilities using or desiring to use the same for the purposes dedicated
5. No building, fence, tree, shrub, or other structure, improvement or growth shall be constructed, reconstructed or placed upon, over or across any easement dedicated by this plat, except that landscape improvements may be placed in landscape easements if approved by the City of Kingsville
6. Any improvements placed in said rights-of-way, dedications and/or easements shall be placed at no risk or obligation to the public and/or the City of Kingsville, Kleberg County, Texas, and the City shall have no responsibility to repair or replace such improvements in, under or over any rights-of-way, dedications and/or easements if they are damaged or destroyed in the utilization of these rights-of-way, dedications and/or easements
7. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Kingsville's use thereof
8. The City of Kingsville and any public or private utility shall have the right: (1) to remove and keep removed all or any part of any building, fence, tree, shrub, or other structure, improvement or growth which in any way may endanger or interfere with the construction, reconstruction, maintenance, operation or efficiency of such utility; and (2) of ingress and egress to or from and upon the such easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to, enlarging, or removing all or parts of its operation without the necessity at any time of procuring the permission of anyone
9. The maintenance of paving on utility easements and fire lanes is responsibility of the property owner

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10. All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance including such additional area necessary for installation and maintenance of manholes, clean outs, fire hydrants, water services and wastewater services from the main to the curb or pavement line
11. FURTHER, THE UNDERSIGNED OWNERS AGREE FOR THEMSELVES, THEIR HEIRS AND ASSIGNS TO INDEMNIFY AND HOLD THE CITY OF KINGSVILLE, KLEBERG COUNTY TEXAS, ITS SUCCESSORS AND ASSIGNS, HARMLESS FROM ANY DAMAGE, INCLUDING ANY COSTS OF DEFENSE, CLAIMED BY PERSONS WITHIN OR WITHOUT THIS SUBDIVISION TO HAVE BEEN CAUSED BY ALTERATIONS OF THE GROUND SURFACE, VEGETATION, DRAINAGE OR SURFACE OR SUB-SURFACE WATER FLOWS WITHIN THIS SHORT SUBDIVISION OR BY ESTABLISHMENT, CONSTRUCTION OR MAINTENANCE OF THE ROADS WITHIN THIS SUBDIVISION. PROVIDED THIS WAIVER AND INDEMNIFICATION SHALL NOT BE CONSTRUED AS RELEASING THE CITY OF KINGSVILLE, KLEBERG COUNTY, TEXAS ITS SUCCESSORS OR ASSIGNS, FROM LIABILITY FOR DAMAGES INCLUDING THE COST OF DEFENSE, RESULTING IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF KINGSVILLE, KLEBERG COUNTY, TEXAS, ITS SUCCESSORS OR ASSIGNS.
12. THE CITY OF KINGSVILLE, KLEBERG COUNTY, TEXAS, ITS OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS, ASSIGNS AND ITS CONTRACTORS, ARE HEREBY GRANTED A PERPETUAL EASEMENT WITH A RIGHT OF IMMEDIATE ENTRY AND CONTINUED ACCESS FOR THE CONSTRUCTION, IMPROVEMENT, MAINTENANCE AND REPAIR OF STORM DRAINAGE, WATER AND SANITARY SEWER PIPES, MANHOLES AND OTHER UTILITY STRUCTURES OVER, UNDER AND ACROSS THE EASEMENTS SHOWN ON THE FACE OF THE PLAT.
13. All modifications to this document shall be by means of plat and approved by the City of Kingsville.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS ACCESS EASEMENTS]

The undersigned covenants and agrees that the access easement(s) may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for the Fire Department, Police and emergency use in along, upon and across said premises, with the right and privilege at all times of the City of Kingsville, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS FIRE LANE EASEMENTS]

The undersigned covenants and agrees that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface paved in accordance with City of Kingsville standards and that he/she (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking, loading, or unloading of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of pavement in accordance to City of Kingsville standards of the fire lane easements is the responsibility of the owner, and the owner shall post and maintain signage in accordance to City of Kingsville standards in conspicuous places along the fire lanes, stating "Fire Lane, No Parking". The police or a duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

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[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS LANDSCAPE EASEMENTS]

The undersigned covenants and agrees that the landscape easement and restrictions herein set forth shall run with the land and be binding on the owner(s) of the property in this subdivision, their successors and assigns, and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the City of Kingsville may require any similar or additional restrictions at its sole discretion. The sole responsibility for maintenance and replacement of landscape materials thereon shall be borne by any 'homeowners' association hereafter established for the owners of lots in this subdivision and/or the owners of the individual lots within this subdivision. Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the City of Kingsville, as presently in effect or as may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law. This Landscape Easement shall be void of above ground utilities unless otherwise approved on the plat.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DRAINAGE EASEMENT OR FLOOD WAY]:

This plat is hereby adopted by the Owners and approved by the City of Kingsville subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Common Area/Block____, as shown on the plat is called "Drainage and Floodway Easement". The Drainage and Floodway Easement within the limits of this addition, will remain open at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Floodway Easement. The City of Kingsville will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Drainage and Floodway Easement, as hereinabove defined, unless approved by the City Engineer. Provided, however, it is understood that in the event it becomes necessary for the City of Kingsville to consider channelizing or erecting any type of drainage structure in order to improve the storm drainage, then in such event, the City of Kingsville shall have the right, but not the obligation, to enter upon the Easement at any point, or points, with all rights of ingress and egress to investigate, survey, or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Floodway Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City of Kingsville shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. In the event that property owners do not properly maintain or repair the Easement in accordance with the City of Kingsville laws, the City has the right, but not the obligation, to enter upon the Easement at any point, or points, to investigate, survey or to erect, construct, maintain and/or repair any drainage facility, conduct emergency repairs or supervise the work of others deemed necessary, as solely determined by the City of Kingsville, for drainage purposes after providing ten (10) days written notice to the property Owners and the failure of the property Owners to undertake such required repairs and/or maintenance and diligent completion of such repairs and/or maintenance. The natural drainage through the Drainage and Floodway Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The property owners shall be liable to the City of Kingsville for any costs the City of Kingsville incurs as a result of any maintenance or repairs implemented by the City of Kingsville. The City of Kingsville shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the Easement, and the owners hereby agree to indemnify and hold harmless the City of Kingsville from any such damages and injuries.

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[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DETENTION AREA]:

The City of Kingsville, Texas shall not be responsible for the maintenance or operation of any detention area designated on this plat or for any damage or injury to property or persons which results from the flow of water along, into or out of those detention areas, or for the control of erosion. The construction, operation, and maintenance of any detention area designated on this plat is controlled by and subject to the provisions of the Code of Ordinances of the City of Kingsville, Texas.

[INCLUDE THE FOLLOWING PROVISION IF THE PLATTED PROPERTY WILL USE ON- SITE SEWAGE FACILITIES]:

Individual on-site sewage facility designs must be submitted for approval for each lot and built to Texas Commission on Environmental Quality (TCEQ) regulations prior to occupation of the structure.

[INCLUDE THE FOLLOWING PROVISION IF THE PLATTED PROPERTY IS WHOLLY OR PARTIALLY WITHIN A FLOODPLAIN]:

The floodway area(s) depicted on this plat is (are) hereby dedicated to the public for use forever for drainage and floodway purposes. The City of Kingsville, Kleberg County, Texas is not responsible for the construction and maintenance of facilities within this (these) drainage area(s). The drainage channels and creeks, as in the case of all-natural channels, are subject to stormwater overflow and natural bank erosion to an extent that cannot be definitely defined. The 100-year floodplain area(s) depicted on this plat is (are) hereby dedicated to the public for use forever for open space and trail system purposes. The City of Kingsville, Kleberg County, Texas is not responsible for the construction and maintenance of facilities within this (these) area(s). Development within the 100-year floodplain for purposes other than open space, trail system, parking, and stormwater detention purposes is prohibited, unless otherwise approved in writing by the City of Kingsville, Kleberg County, Texas.

[INCLUDE THE FOLLOWING OWNER SIGNATURE BLOCK (FOR ALL FINAL PLATS (MODIFY APPROPRIATELY TO REFLECT EXACTLY AS SHOWN ON PROPERTY DEED))]:

This plat approved subject to all applicable ordinances, rules, regulations, and resolutions of the City of Kingsville, Texas.

WITNESS, my hand at Kingsville, Texas this the ____ day of _____, 20____

BY: _____

AUTHORIZED SIGNATURE

STATE OF TEXAS §

 §
COUNTY OF KLEBERG §

APPENDIX

FORM & CONTENT REQUIREMENT - A.3



Before me, the undersigned authority, on this day personally appeared ____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20_____

Notary Public for and in the State of Texas My
commission expires: _____

[INCLUDE THE FOLLOWING SURVEYOR CERTIFICATION FOR ALL FINAL PLATS]:

KNOW ALL MEN BY THESE PRESENTS:

THAT I, _____ do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Kingsville, Texas.

Signature: _____ Date: _____

[INCLUDE THE FOLLOWING FOR ADMINISTRATIVE APPROVAL OF MINOR PLATS AND AMENDING PLATS]

Approved this _____ day _____, 20____ by the Director of Planning and Development Services of the City of Kingsville, Texas.

Planning & Development Services Director

Date

City Secretary

Date:

APPENDIX

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[INCLUDE THE FOLLOWING CERTIFICATE OF APPROVAL BY THE CITY PLANNING AND ZONING COMMISSION FOR ALL FINAL PLATS];

Approved this ____ day of _____, 20____, by the City Planning and Zoning Commission of the City of Kingsville, Texas.

Chairman, Kingsville Planning and Zoning Commission

[INCLUDE THE FOLLOWING CERTIFICATE OF APPROVAL BY THE KINGSVILLE CITY COMMISSION FOR ALL FINAL PLATS];

Approved by the City Commission of the City of Kingsville:

Mayor, City of Kingsville

Date

The undersigned, the City Secretary of the City of Kingsville, hereby certifies that the foregoing final plat of _____ Subdivision or Addition to the City of Kingsville was submitted to the City Commission on the ____ day of _____, 20____, and the City Commission by formal action then and there accepted the dedication of streets, alleys, easements, and public places, as shown and set forth in and upon said map or plat, and said City Commission further authorized the Mayor to note the acceptance thereof by signing his Name as hereinabove subscribed.

Witness my hand this _____ day of _____, A.D. 20_____.

City Secretary, City of Kingsville, Texas

APPENDIX

FORM & CONTENT REQUIREMENT - A.3



Dedication language/form for Vacation Plats:

- o The word "VACATED" shall be stamped across the platted area.
- o The vacated plat and the new final plat submitted on a property shall be considered at the same time and filed for record at the same time.

Every plat of a subdivision which is being vacated shall contain the following inscription:

WHEREAS, _____ presented to the City Planning and Zoning Commission of the City of Kingsville, Texas, this plat for approval; and

WHEREAS, at its meeting on _____, the Planning and Zoning Commission of the City of Kingsville, approved this plat;

WHEREAS, this plat was filed for record in the Records Office of Kleberg County, Texas, on the _____ and recorded in Volume _____ Page _____ of the Map Records of Kleberg County, Texas; and

WHEREAS, _____ is the owner in succession of the property described in this plat; and

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, _____, owner of the property described in this plat, does hereby vacate the said plat so that it shall no longer have any force or effect for any purpose.

EXECUTED this the _____ day of _____, 20____

{NOTARY SEAL} CERTIFICATION OF VACATION

I, _____, Mayor of the City of Kingsville, Texas, do hereby certify that this plat originally approved by the Kingsville, Texas City Commission on _____ and recorded in Volume _____ and Page _____, of the Records Office of Kleberg County, Texas, has been presented to the Kingsville, Texas City Commission for vacation and that the Kingsville, Texas City Commission on the - _____, did hereby vacate this plat, so that it shall no longer have any force or affect.

Mayor, City of Kingsville, Texas

Date

City Secretary

Date:

APPENDIX

FORM & CONTENT REQUIREMENT - A.3



PUBLIC INFRASTRUCTURE IMPROVEMENTS

All infrastructure improvements shall meet or exceed city's design criteria and specifications of the City of Kingsville Subdivision Code for Water, Sewer, Streets and Drainage available online at www.cityofkingsville.com. Design and construction documents must bear the seal and signature of a professional engineer licensed in the State of Texas and the engineering firm's name and license number. All submittals shall be in accordance with the design guidelines, including, but not limited to the following:

1. Water. Plan and profile, fire flow/water design report, details, specifications, and a detailed engineering estimate.
2. Sanitary sewer. Plan and profiles, a wastewater design report, details, TCEQ submittal letter, specifications, and a detailed engineering estimate.
3. Streets. Plan and profiles and a detailed engineer's estimate.
4. Storm water. Plan and profiles of culverts and channels, a grading plan with two-foot contours, a drainage report, an erosion control plan, delineated drainage basins, details for all structures, specifications, detailed engineering estimate.
5. Traffic control. Plan showing appropriate traffic control measures in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
6. Sediment/erosion control. A storm water pollution prevention plan (SWPPP) showing how sediment erosion will be minimized and contained.

SUBMISSION REQUIREMENTS

All development-related applications and submissions, including land use and building permit plan submittals, should be made to the City of Kingsville Planning and Development Services Department offices located on the first floor of City Hall at 400 W King Avenue, Kingsville, Texas 78363. All application forms are available in the offices of the Planning and Development Services Dept. or online at www.cityofkingsville.com.

FINANCIAL GUARANTEE OF INFRASTRUCTURE IMPROVEMENTS

If a developer elects (and the Planning Commission approves) the filing of a Subdivision Improvement Agreement and a Guarantee of Performance in lieu of completing public infrastructure construction prior to recording of a plat, this can be accomplished by one of the following three methods of posting security:

Unconditional Letter of Guarantee/Letter of Credit from a local bank, local federally insured Savings and Loan Association or other financial institution in a form acceptable to the City and signed by a principal officer of the institution, agreeing to pay to the City of Kingsville, on demand, a stipulated sum of money to apply to the estimated costs of installation of all infrastructure improvements. The Letter of Credit shall be dated to expire no less than two years from the recording of the final plat or no less than six (6) months after the anticipated completion of the infrastructure improvements, whichever is later.

Performance Bond submitted with the City by a surety company holding a license to do business in the State of Texas, in a form acceptable to the City of Kingsville, in an amount equal to the cost of all improvements, valid for a period of not less than one (1) year from the date of acceptance of the infrastructure.

Trust Agreement placed on deposit in a bank or trust company in the name of the City, and acceptable to the City of Kingsville, a sum of money equal to the estimated cost of all infrastructure improvements. Selection of the trustee shall be subject to approval by the City and the trust agreement shall be executed in a form acceptable to the City. Periodic withdrawals may be made from the trust account for a progressive payment of installation costs. The amounts of such withdrawals shall be based upon progress work estimates acknowledged by the City. All such withdrawals shall be approved by the trustee.

APPENDIX

DEVELOPMENT FEE SCHEDULE- A.4



Upon the submission of application for approval of the development activity/ subdivision, a filing fee shall be paid to the city as prescribed below:

- (1) Minor Plat:..... \$100.00
- (2) Preliminary Plat:
 - Up to 0.99 acres\$115.00
 - One acre to 4.99 acres\$230.00
 - Five acres or more.....\$46.00 per acre
- (3) Final Plat:
 - Up to 0.99 acres\$100.00
 - One acre to 4.99 acres\$200.00
 - Five acres or more.....\$40.00 per acre
- (4) Replat..... \$200.00
- (5) Amending Plat..... \$200.00
- (6) Conceptual Development Plat..... \$100.00
- (7) Vacating Plat..... \$50.00
- (8) Lot Line Adjustment Plat..... \$50.00

No action by the Planning and Zoning Commission shall be valid until the filing fee has been paid. This fee shall not be refunded should the subdivider fail to make formal application for plat approval or should the plat be disapproved. The filing fee shall be waived when a preliminary plat is not required.

Recording Fees. The subdivider shall be responsible for all recording fees.

APPENDIX

ATTACHMENTS: APPLICATION & CHECKLIST- A.5



- *Master Land Use Application*
- *Application Checklists*
 - o Preliminary Plat
 - o Final Plat
 - o Rezoning
 - o Replat
 - o Amending Plat
 - o Conceptual Development Plat
 - o Vacating Plat
 - o Lot Line Adjustment Plat

Assistance in the development of the
City of Kingsville Developers Guide provided by:



7700 NE 74th Terrace • Kansas City, MO • 64158
(816)668-8894 • www.ckconsultingfirm.com