

**CITY OF HORSESHOE BAY**

1 Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657  
830-598-9959

**MULTI DEPARTMENT  
DEVELOPMENT REVIEW COMMITTEE**  
**DEVELOPMENT SERVICES**  
**GIS/POLICE/FIRE/CONSULTING**  
**FIELD/PLANT/UTILITY SERVICES**

**Development Policy****Appendix C – Development Application**

Pre-Application meeting with City Staff.

Meeting Date: \_\_\_\_\_

Office Use Only

**Step 1:** Complete the application below

Application Date: \_\_\_\_\_

Staff Initials \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner's Name\*: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ License#: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_  
Lots: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Purpose of the Application: \_\_\_\_\_

All information on the checklist of this application must be supplied in full at the time of submittal.

**New Subdivision or Planned Development Application Checklist**

- ☐ **Tax Certificate or Deed showing Legal Ownership**
- ☐ **Plat or Survey:** Survey required if the property is un-platted, one (1) copy at 24" x 36"
- ☐ **Concept Plan or Site Plan:** Including any data pertinent to the findings required for approval of the application as provided in the pre-application meeting and Development Considerations.
- ☐ **Estimated Maximum & Average Water Demands, number of LUE's, and fire flow requirements based on project structure types: Residential, Multi-family, Commercial**
- ☐ **Scope of Work:** A statement describing the nature and operating characteristics of the proposed use of the development.

## Development Policy Review

The Development Policy is available online at [www.horseshoe-bay-tx.gov](http://www.horseshoe-bay-tx.gov) or by request from the Development Services Department. The city may require additional information or maps if they are necessary to enable the DRC to determine whether the change is consistent with the objectives of the adopted Future Land Use Map (FLUM) and the Comprehensive Plan.

Pre-Application meeting with City Staff when required.

**Step 1:** Application with Site Plan & Checklist Items from this application

**Step 2:** Development Agreement and/or Planned Development Ordinance

**Step 3:** Platting, Re-zoning, Variances, CUPs, if required

**Step 4A:** Engineering & Infrastructure Pre-Design Review

**Step 4B:** Engineering Design Review

**Step 5:** Approval of Engineering & Infrastructure Design

**Step 6:** Pre-Construction Meeting & Review

**Step 7:** Construction of Project Improvements

**Step 8:** Final Acceptance of Project

See Development Policy and its Appendices

### Owner Statement\* (if applicant is not owner):

*I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS DEVELOPMENT APPLICATION AND THAT WE HAVE RECEIVED AND ACKNOWLEDGE THE DEVELOPMENT POLICY.*

Signature of Applicant	Printed Name	Date
Signature of Property Owner* (notarized)	Printed Name	Date

STATE OF TEXAS:

County of \_\_\_\_\_

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is

subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Seal:

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
My Commission Expires On

\*Include a sheet with Notary Blocks when multiple owners or Corporate entity is listed on the deed provided, for all signatures.

## **Acknowledgements for Project Acceptance & Right of Access/Easement**

- No project shall be considered for a development area for construction and final approval unless it meets the criteria imposed by the City, including payment of all related fees and charges, and the project must successfully complete all of the Steps of project completion as described.
- During Step 1, when the City has authority to disapprove a proposed development project, said disapproval may be made based on detrimental engineering, economic, and/or operational impact of the proposed project on the City's utility system, for zoning and for aesthetic or other related purposes.
- The DRC may vote to withdraw a prior Step approval of a project development if such approval was based on written statements/commitments regarding the project development made by the developer or representative of the developer, and if such statements are false or if such developer or representative has failed to timely comply with such written statements/commitments.
- In the event the Development Services Director determines that a developer has failed to timely comply with a prior written statement or commitment or that a statement is false, a written notice, by both certified and regular mail, shall be submitted to the developer within five (5) days of the determination by the City's Development Services Director that a failure to comply has occurred. The developer shall then have ten (10) days to comply with the written statements/commitments and to respond to the City's notice. The DRC may discuss this item, and a decision as to the continuation or withdrawal of approval shall be made by the DRC, and a letter shall be submitted to the developer informing him/her of the Committee's decision.
- If the DRC withdraws approval of the project and if construction activities are underway, then such activities shall be halted until the developer has complied with his or her written statement or commitment.
- As a public water supply agency engaged in activities that affect the health and welfare of the residents of its service area, the City of Horseshoe Bay has a right to access the development's facilities, with both personnel and equipment, for the reasonable performance of repair, maintenance, and operational duties, and this right of access shall not be abridged by any citizen or property owner.
- The City shall also have the authority to require easements for the City's facilities from developers developing land within the City's service area boundaries – both on property owned by the developer that is under the process of project approval and on other property owned by the developer within the City's boundaries. Easements required in conjunction with the developer's project shall be granted or acquired at no cost to the City of Horseshoe Bay. A request for an easement or easements may be made by the DRC, the City's Development Services Director, or the City's Engineer, and shall be submitted during Step 1 of the Project Development Process. The easement(s) shall be finalized prior to the granting of Step 3 approval by the DRC.
- Additionally, the developer shall obtain all necessary easements for any facilities, to be constructed by the developer, that are to be installed on property not owned by the developer, and these easements - or a letter of intent to furnish such easement or easements (as provided by the owner of the property) - shall be submitted by the developer to the City prior to the DRC's consideration of Step 3 approval.
- As part of the development process, the developer shall have the easement prepared per the directions of the City of Horseshoe Bay and shall submit it to the Development Services Director and such approved easement(s) shall be recorded on the final plat and/or filed in the Llano or Burnet County Courthouse as required. All costs associated with the preparation of the easement(s) shall be borne by the developer.