



Planning Department  
 City of League City  
 500 W. Walker St.  
 League City, TX 77573  
 Phone: 281.554.1080  
 Fax: 281.554.1020  
[planning@leaguecity.com](mailto:planning@leaguecity.com)

## City of League City

### Universal Development Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

#### APPLICATION TYPE – PLEASE USE SEPARATE APPLICATIONS FOR EACH TYPE OF PROJECT SUBMITTED

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Zoning Map Amendment     | <input type="checkbox"/> Administrative Appeal  | <input type="checkbox"/> Preliminary Plat       | <input type="checkbox"/> Amended Plat            |
| <input type="checkbox"/> Zoning Text Amendment    | <input type="checkbox"/> Buffer Yard Variance   | <input type="checkbox"/> Preliminary/Final Plat | <input type="checkbox"/> Master Development Plan |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Subdivision Variance   | <input type="checkbox"/> Final Plat             | <input type="checkbox"/> Site Development Plan   |
| <input type="checkbox"/> Zoning Variance          | <input type="checkbox"/> Special Use Permit     | <input type="checkbox"/> Minor Plat             | <input type="checkbox"/> Historic Commission     |
| <input type="checkbox"/> Sign Variance            | <input type="checkbox"/> Master Plan (Platting) | <input type="checkbox"/> Replat                 | <input type="checkbox"/> Temporary Use Permit    |

#### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel/Tax ID #(s): \_\_\_\_\_ Property Platted: YES  NO

Current Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_

Project Description: \_\_\_\_\_

#### APPLICANT & OWNER INFORMATION

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

#### DISCLAIMER & SIGNATURE

*I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HERewith SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, TO ENTER UPON THE SUBJECT PREMISES AND INTO ANY STRUCTURES THEREON, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR CITY USE ONLY:

Project #:	Submittal Date:	Project Manager:	Total Fee:
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Universal Development Application

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LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Owner Name

Owner Address

City, ST Zip

Date

Planning Department
City of League City
500 W Walker Street
League City, TX 77573

Dear City of League City Planning Department:

I, \_\_\_\_\_, certify that I am the owner of the project property located at \_\_\_\_\_ and that the forgoing statements and answers herein made and all data, information and evidence herewith submitted are in all respects to the best of my knowledge and belief, true and correct. I appoint \_\_\_\_\_ with the company \_\_\_\_\_ to act as my representative for this project. I agree to be responsible for payment of all bills due to the City of League City related to this application. Furthermore, I authorize employees, agents and representatives of the City of League City to enter and inspect the subject premises, including land and structures, to evaluate existing and proposed conditions as they relate to the submitted application. I understand that any material misrepresentation of this application, failure to comply with ordinances, and/or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at \_\_\_\_\_ if you have any questions.

Sincerely,

Owner Name \_\_\_\_\_

Owner Signature \_\_\_\_\_



Historic Commission Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the size of the parcel, the number of lots being created, the proposed use or the adequacy of existing infrastructure servicing the location. However, it is incumbent upon the applicant to inquire about these exceptions for your project before submitting an application. Feasibility reviews with our Development Review Committee (DRC) are available to help answer these questions prior to the formal submittal of applications. (Please call the number above to schedule an appointment.) Submit applications and accompanying documents to the Planning Department at the address above no later than FRIDAY AT 12:00 P.M. For a detailed checklist of items required on plats and plans and a general timeline for your application to be approved, go to www.leaguecity.com/planning.

PROJECT TYPES AND DESCRIPTIONS

Check the type of project that applies to your submittal.

- Exterior Renovations and New Structures - Request to renovate or build an exterior structure within the boundaries of the Historic District. Approval authority -Historic District Commission (HDC)
Signage - Request to construct a permanent sign within the boundaries of the Historic District. Approval authority -Historic District Commission (HDC)

SUBMITTAL CHECKLIST

- Universal Development Application - complete with all required signatures
PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page
Site plan showing the location of all proposed work
Color illustrations of proposed work, consistent with the Historic District Design & Materials Guideline
Application Fee: \$25.00
Product details for all materials to be used on the project
Detailed scope of work provided on a separate sheet

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_

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



# Historic Commission

## 2019 Submission Deadline and Meeting Schedule

<b>Complete Application Submittal Deadline</b> (Friday by noon)	<b>HC Meeting</b> (Thursday @ 6:00 pm)
12/21/2018	01/17/2019
01/25/2019	02/21/2019
02/22/2019	03/21/2019
03/22/2019	04/18/2019
04/19/2019	05/16/2019
05/24/2019	06/20/2019
06/21/2019	07/18/2019
07/19/2019	08/15/2019
08/23/2019	09/19/2019
09/20/2019	10/17/2019
10/25/2019	11/21/2019
11/22/2019	12/19/2019

All applications must be submitted by noon on the submittal deadline above. Incomplete applications will not be accepted.

Contact the Planning Department at 281-554-1077 with any questions.