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Laredo Unified Development Code

Article 12 Submittal Requirements

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Article 12 Submittal Requirements

24.12.1 Generally

This Article establishes the information that applications must include in order to be considered complete for review under Article 5.

24.12.2 Digital applications

(a) **Applicability.** When an application is filed with the Planning Department (“Department”), the Department may require the applicant to submit a digital file in addition to any required paper copies. The Department shall include this requirement in its official application forms.

(b) Submittal of Digital Files

- (1) The digital file shall be submitted at the time of application.
- (2) If the Department requires a digital application, it may establish a procedure to allow the applicant not to submit a digital file, subject to payment of a fee for digital entry by the Department as provided below.
- (3) If an applicant chooses not to submit a digital file or if the digital file does not meet Department standards, the Department may enter the information required for the application. The Department may charge a fee to the applicant for this work in accordance with a fee schedule as adopted by the City Council. Those fees shall be paid to the City prior to issuance of a building permit or recording the plat.

(c) Formatting Standards

- (1) The Department shall prescribe the formatting standards, including media types, layering, system and text styles for digital applications.
- (2) The digital file shall conform to the media provided by the Department’s formatting standards.
- (3) Where a digital file contains errors, or does not fully comply with the City standards, the applicant shall make corrections and resubmit the file prior to the plat being recorded.

[See 24.12.11(b)(2) for submittal of digital General/Master Plans for subdivision plats]

24.12.3 Application Checklists

(a) **Generally.** Applications shall be filed upon forms prescribed by the Planning Director. Table 12.3-1 summarizes the information required for preliminary plats, final plats, rezonings, special use permit, and site plans.



Table 12.3-1 Submittal Requirements

	Preliminary Plat	Final Plat	Rezoning	Special use permit	Site Plan
Information Required (Note: ■ = item is required; blank cell = item is not required)					
Generally					
A completed application on a form provided by the Department	■	■	■	■	■
Name, address, telephone number of owner, or the business owner (if different from the property owner). Include certificate and/or articles of incorporation if a business entity owns the property. If the applicant is other than a natural person, the name of the principal officer or owner of the entity responsible for the application.	■	■	■	■	■
Name, address, telephone number of applicant's representative if the owner is not available for hearing.	■	■	■	■	■
The name of the person or firm responsible for preparation of the application.	■	■	■	■	■
Submittal date and time.	■	■	■	■	■
Affidavit Authorizing Representation if the property owner will be represented by the business owner (i.e. Lessee) or other person.	■	■	■	■	
The proposed name of the subdivision or development, which name shall not be a duplicate of any subdivision or development of record within the City or its area of extraterritorial jurisdiction.	■			■	
Evidence in the form of tax certificates issued by each taxing jurisdiction, that the taxes on the property included in the application are paid, and that no delinquent taxes remain outstanding.		■	■	■	■
The total acreage and the total number of lots, blocks and reserves.	■		■	■	
The date on which the plat was drawn.	■				
The north point. The subdivision must be oriented with north generally to the top of the drawing.	■				
A scale drawn numerically, and a graphic scale at 1"=100'.	■				
A legible vicinity map drawn to a scale of 1"=2,000' indicating the general location of the subdivision and its relation with well-known streets, railroads, water courses and other landmarks within 1 mile of the proposed development. The vicinity map should be oriented with north to the top of the drawing.	■				
Plat boundaries drawn with heavy lines to indicate the subdivided area with overall survey dimensions and bearings, with lines outside the plat boundary drawn in dashed lines.	■				
Adjacent areas outside the plat boundaries of the proposed development identified indicating the name and recordation data of adjacent subdivisions, churches, schools, parks, arroyos, creeks, flood plains, vegas, and drainage ways, acreage, and all existing streets, easements, pipelines and other restricted uses.	■				
The location and approximate width of existing and proposed water courses, ravines, storm drainage systems, and drainage easements.	■				
The location and identification of all tracts not designated as lots within the boundaries of the plat.	■				
Any other information or documentation required by the Planning Department as set forth in the application form.	■	■	■	■	
Property Ownership					
Evidence of the applicant's legal interest in the property (including complete copy of recorded deed). If the property is owned by a business entity, a copy of the articles of incorporation or other documentation of that legal entity.	■	■	■	■	■
The legal description of the property proposed to be subdivided, including the county, survey and abstract number together with reference to a recorded subdivision in the area.	■				
Survey data (see Section 24.12.11(b)(3)).	■	■			
Dedication statements and certificates that are made a part of the final plat drawing, including statements the general form and content of which are provided in section 24.12.3(b).		■			
A legal instrument vacating any private easement proposed for abandonment or relocation.		■			
A legal instrument vacating any public easement proposed for abandonment or relocation which was dedicated by separate instrument, or which was dedicated by plat duly recorded in the Map records of Webb County and in which the City has exercised any rights of ownership.		■			
Title Information					
A legal description of the property by lot and block if included in a recorded subdivision, or otherwise by a metes and bounds description.	■				



	Preliminary Plat	Final Plat	Rezoning	Special use permit	Site Plan
Information Required (Note: ■ = item is required; blank cell = item is not required)					
The applicant's present interest in the property and the subdivider's ownership of adjacent and contiguous property. If the applicant does not own the property in fee simple, evidence of a legal interest in an executory contract must be provided. Applicants whose interest is subject to a life estate or reversionary provisions must provide evidence of concurrence by remainder or reversionary interests.	■				
The name of the owner of the fee as of the date of the examination and volume and page of the county deed records proving title.	■				
The name(s) of any lien holder(s) together with recording information and the date of the instruments by which the interest(s) was acquired.	■				
Identification of the holder, nature and boundaries of all easements and fee strips held by other than the owner together with recording information and the date of the instrument(s) by which the interest(s) was acquired.	■				
Deed restrictions, declarations, covenants, and/or restrictions.	■	■	■		
If the proposed site is part of a condominium a copy of the condominium declarations (covenants and restrictions).				■	
Site Planning					
Present and proposed use.	■		■	■	
Present zoning and proposed zoning.			■		
A site plan for all institutional, commercial and multi-family projects reproduced from an original drawing, indicating the proposed location of principal structures, parking areas, proposed internal traffic circulation, and access from public streets or roads.	■				
Site plan of the subject property (drawn to scale of 1"=20') showing existing and proposed features including but not limited to buildings, roads, alleys, utilities, landscaping, fencing, sidewalks, access and egress, parking, and any other features which are relevant to adequately analyze the site for the intended use.				■	■
Current land use of properties on all sides of the property and across streets and alleys.	■		■	■	■
General Plan					
For both submitted and approved general plans, 10 paper prints from an original drawing with blue or black lines folded to 8 1/2 inches x 14 inches.	■				
Controlling topographical features of the property.	■				
Adjacent land uses.	■				
Pipelines and oil/gas production or recovery facilities.	■				
Proposed extensions of thoroughfares, local streets, drainage structures and/or detention facilities.	■				
Existing overhead power transmission lines and easements.	■				
Proposed land uses.	■				
Configuration of lots.	■				
Property lines, as per deed, must be drawn with heavy lines.	■				
The total acreage and the total number of lots, blocks and reserves contained within the boundaries of the General Plan/Master Plan.	■				
The name of the Owner/Developer of the proposed development.	■				
The name of the person or firm responsible for preparation of the General Plan/ Master Plan.	■				
The date on which the General Plan/Master Plan was drawn and the date on which the General Plan/master Plan was approved by the Planning and Zoning Commission.	■				
The north point oriented with north generally to the top of the drawing.	■				
Floodplain					
For plats located in areas of special flood hazard, and required by section 24.2.20 (Flood Hazard Overlay) of the LDC, a Conditional Letter of Map Revision (CLOMR).		■			
Infrastructure					
Construction plans for all street and drainage improvements approved by the City Engineer.		■			
Construction plans for water and sewer improvements, or an affidavit of exemption as required by Article 5.		■			
Streets					
The names and location of all streets, roads, alleys and easements, either existing or proposed, within or adjacent to the plat boundaries.	■				



	Preliminary Plat	Final Plat	Rezoning	Special use permit	Site Plan
<p>Information Required (Note: ■ = item is required; blank cell = item is not required)</p> <p>If the application includes private streets serving apartment, condominium, or townhouse projects must include the following additional information:</p> <ul style="list-style-type: none"> - the number of structures containing residential units, including multi-family dwellings or townhouses. - the number of residential units and the number of bedrooms contained in each unit or type of unit. - the location of the principal entrance of each structure. - the number of off-street parking spaces required. - the number of off-street parking spaces provided. - location of existing and proposed fire hydrants. 	■				
<p>Utilities</p> <p>The proposed method(s) of providing water and sewage facilities to the subdivision in conformance with Section 24.4.7 of this Chapter.</p>	■				
<p>If the applicant places utilities in front of the lots the front of lot utility layout/schematics prepared by Developer's engineer.</p>	■				

(b) Fees

- (1) **Annexation.** In order to be considered complete, an application must include a fee of seven hundred and fifty dollars (\$750) which shall be used to pay for the processing, review, and multiple departments staff analysis provided to the Planning Commission and City Council.
- (2) **Subdivision Plats.** Applications shall be accompanied by fees which are nonrefundable regardless of the Commission's granting approval or denial of a preliminary or final plat and are calculated according to the following schedule:
 - a. Subdivision for a residential lot or lots of less than 20,000 square feet in total area served by water and wastewater facilities with frontage on an existing local public street(s).
 - 1. Preliminary subdivision fee. One hundred dollars (\$100.00)
 - 2. Final subdivision fee. Fifty dollars (\$50.00)
 - b. Residential subdivisions greater than 20,000 square feet and all other non-residential subdivisions.
 - 1. Preliminary Subdivision Plat Fee
 - a. Base Fee. Four hundred dollars (\$400.00), and
 - b. Seven dollars and fifty cents (\$7.50) per designated lot, tract, or building site designed for single-family residential purposes; and/or
 - c. Forty dollars (\$40.00) per acre or any fraction thereof for tracts, blocks or areas not divided into lots and to be used for commercial or industrial reserves, or multi-family dwellings.



2. Final Subdivision Fee.
 - a. Base Fee. Four hundred dollars (\$400.00), and
 - b. Five dollars (\$5.00) per designated lot, tract, or building site designated for single-family residential purposes; and/or
 - c. Forty dollars (\$40.00) per acre or any fraction thereof for tracts, blocks or areas not divided into lots and to be used for commercial or industrial reserves, or multi-family dwellings.
- c. *Vacations Of Subdivisions*. Three hundred dollars (\$300.00) per acre or any fraction thereof
- d. *Street Dedication Plats*. Sixty dollars (\$60.00) per acre of street right-of-way, or any fraction thereof
- e. *Amending Plats*. Two hundred dollars (\$200.00)
- f. Other Fees.
 1. *Extension of Approval*. Three hundred dollars (\$300.00)
 2. *Plat Name Change*. One hundred and Fifty dollars (\$150.00)
 3. *General Plan*. Four hundred dollars (\$400.00) fee shall be charged for the review of any General plan when filed separately and not as part of any preliminary or final plat.
- g. *Administrative Plat*. Two hundred dollars (\$200.00)
- h. *Recordation Fee*. At the time an application for a final plat is submitted, the subdivider shall deposit, with the Director of Planning, a recordation fee covering the cost of recording the plat, together with any other fee(s) necessary to properly record said approved plat in the County Records. The fee(s) shall be in the form of a check made payable to Webb County.
- i. No fee(s) apply to reconsideration of conditions or requirements for approval.

(3) Signs

- a. The following fee schedule applies to all sign applications.

Review Fee	General	\$20.00 Flat Fee Per Application
Review Fee	Freestanding	\$30.00 Flat Fee Per Application
Review Fee	Attached	\$20.00 Flat Fee Per Application
Review Fee	Banners	\$20.00 Flat Fee Per Application
Review Fee	Animated Sign	\$50.00 Flat Fee Per Application
Review Fee	Reface	\$10.00 Flat Fee Per Application
Permit Fee	General	\$0.55 Per Square Foot
Permit Fee	Animated Sign	\$0.75 Per Square Foot
Permit Fee	Electronic Message Display	\$0.75 Per Square Foot



Permit Fee	Reface	\$30.00 Flat Fee Per Application
Event Fee	Municipal Banner	\$75.00 Per Location
Event Fee	Pull Down Banner	\$10.00 Per Location
Event Fee	Special Event	\$75.00 Per Event, Per Location
Event Fee	Temporary Weekend Signs	\$25.00 Per Weekend
Annual Fee	Feather Banner	\$20.00 Per Location
Annual Fee	Temporary Weekend Sign	\$500.00 Per Location, Per Entity
Special Fee	Multibanner Permit	\$200.00 Per Location

- (4) Inspection. In addition to those fees and insurance required by Section 24.6.21 (Signs), an initial application fee and annual permit fee shall be levied for all approved sign encroachments as provided below. All annual permit fees must be paid by January 1 of each year.
 - a. Application fee (included 1st permit)\$200.00
 - b. Annual permit fee100.00
- (5) License fee.
 - a. Non-electric sign contractors. All persons licensed by the City of Laredo to install only non-illuminated signs, banners, vinyl overlays, etc. shall pay an annual fee of fifty dollars (\$50.00).
 - b. Electric sign contractors. All persons licensed by the City of Laredo to install electrical, electronic, digital signs shall pay an annual fee of one hundred dollars (\$100.00).
- (6) If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled; payment of the doubled fee shall not relieve any person of any other requirements and/or penalties prescribed in this ordinance.

[FEES FOR ZONING APPLICATIONS TO BE INSERTED]

24.12.4 Annexation

All items shall be submitted electronically. To be considered complete an application must contain the following:

- (a) Application fee.
- (b) Copy of recorded deed or other recorded legal document evidencing ownership of the property. If owner of the property is a corporation, proof of authority of the signing party must be provided.
- (c) Sign and sealed surveyor’s drawing, scaled 1” = 100’, in 24”x36” PDF format.
- (d) Closure calculations signed and sealed by surveyor.

- (e) Metes and bounds signed and sealed by surveyor.
- (f) Initial zoning request and detailed proposed use.
- (g) Geo-referenced parcel and lot lines in GIS shapefile format.
- (h) Traffic impact analysis; scope to be determined by the Traffic Department director.
- (i) Site plan, in 24"x36" PDF format, showing the following:
 - (1) North point oriented, with north to the top of the drawing.
 - (2) All proposed lots, structures, streets, and utilities. Streets and utilities should include widths and sizes to assist staff in determining future maintenance costs.
 - (3) Identify proposed flows and demand for water, sewer, and stormwater.
 - (4) Identify required parkland dedication and proposed locations for parks and amenities.
 - (5) A table detailing the number or amount of single-family/multifamily residential units, and/or commercial/industrial square foot space.
 - (6) A table showing what year development will begin, and how many residential units and/or how much commercial/industrial square foot space will be constructed each year until completion.

24.12.5 Landmarks

- (a) **Landmark Designation.** An application for designation as a locally significant historic landmark shall be submitted to the Planning Department on a form approved by the Historic District/Landmark Board, and shall contain:
 - (1) the name, address and telephone number of the individual or entity seeking designation.
 - (2) the location and address of the property to be designated.
 - (3) the name, address and telephone number of the owner of the property if different from that of the applicant.
 - (4) documentation substantiating the historical, cultural, architectural, or archaeological significance of the property.
 - (5) letters of endorsement from the Webb County Historical Commission and the Webb County Heritage Foundation.
- (b) **Plans Reviewed by Historic District/Landmark Board.** For a proposed alteration, addition or changes and for new construction in a historic district or for a historic landmark, plans and exterior elevations shall be drawn to scale and shall include proposed materials, textures, and colors, and site layout, including parking lots, fences, walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements. The applicant shall submit with the application legible photographs of all



sides of the building under consideration and photographs showing contiguous properties.

24.12.6 Planned Development (PD) Site Plans.

(a) **PD** site plans shall include the following information:

- (1) Survey of the property, showing existing features of the property, including contours, buildings, structures, trees over 4 inches in trunk diameter, streets, utility easements, right-of-way and land use.
- (2) Site plan showing proposed building locations and land use areas, streets, rights-of-way, parking, layout, and pedestrian walks.
- (3) Landscaping plans including site grading and/or landscape design.
- (4) Preliminary drawings for buildings (if any) to be constructed in the current phase, including floor plans, exterior elevations and cross-sections.
- (5) Preliminary engineering plans, including street improvements, drainage system and public utility extensions.
- (6) Construction sequence and time schedule for completion of each phase for buildings, parking space and landscaped areas.
- (7) Traffic impact analysis. The Traffic Department Director shall determine the scope.

(b) The site plan shall be drawn to a scale which best fits a 24" x 36" sheet and ensures that all required elements are legible.

(c) The fee for submitting or re-submitting a site plan to the Planning & Zoning Commission is the same fee for a rezoning request.

24.12.7 Parking

(a) **Construction Plan.** Construction plans and a certified survey for a commercial parking lot shall be submitted along with each application for a building permit for construction that includes a commercial parking lot. This applies to any proposed off-street parking area, or any existing off-street parking area on which construction is proposed. The certified survey and construction plans shall be reviewed and approved by the City Engineer and the City Building Official before the issuance of a building permit for the construction of or on the off-street parking area.

(b) **Parking Plan.** All site plans submitted as part of an application for a building permit for a business shall include a parking plan. All construction plans for commercial parking lots shall include the proposed markings and paving material to be used. The site plan and construction plan for a commercial parking lot shall be made a part of the building permit upon the granting thereof. Failure to construct a commercial parking lot in accordance with the site plan and construction plan approved with the building permit shall be deemed a violation of this Section.



(AMENDED: Ordinance No. 90-0-88, 5/21/90)

- (c) **Paving Plans.** Paving plans for parking lots shall be a part of the building permit. Failure to construct paved parking in accordance with the building permit is a violation of this Chapter.

24.12.8 Riparian Buffers.

Applications for any property that includes a riparian buffer shall include a green space plan and, if required, a conservation plan.

- (a) **Green Space Plan.** A green space plan shall include:

- (1) Stream systems and buffers shall be shown on site-specific drainage maps.
- (2) Prior to construction, signs shall be placed every 100 feet on orange construction border fencing at the edge of the buffer zone to inform workers that the placing of construction materials in the buffer zones during the construction phase is prohibited.

- (b) **Conservation Plan Requirements.** Where disturbance of protected first or second order stream systems are proposed, the following shall be submitted:

- (1) A copy of the Green Space Plan.
- (2) A location or vicinity map of areas outlined in Section 24.3.8(b)(2).
- (3) A summary of disturbance activities, and an in-depth detailed description of disturbances that affect or may affect areas outlined in Section 24.3.8(b)(2).
- (4) A detailed description of mitigation activities, as outlined below:
 - a. If Wetlands and/or Waters of the U.S. are affected:
 1. Section 404 Permit
 2. Wetland Mitigation Plan.
 3. Tree mitigation plan if trees are removed.

24.12.9 Rezoning.

See Table 12.3-1.

- (a) A separate application is required for each tract of land. However, a single application may include more than one tract if all of the tracts are contiguous.
- (b) Each application shall include a rezoning to only one zoning district. If multiple new zoning districts are requested, separate applications are required for each district.

24.12.10 Stormwater Submittals

- (a) **Simplified Storm Water Management Control Plan.** A simplified storm water management control plan includes:

- (1) A narrative description of the storm water management facilities to be used.



- (2) A general description of topography and soil conditions of the development site.
- (3) A general description of existing structures, buildings, and other fixed improvements located on adjacent properties.
- (4) A site plan sketch to accompany the narrative which shall contain:
 - a. a site location map of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers;
 - b. the boundary lines of the site on which the work is to be performed;
 - c. all areas within the site which will be included in the land disturbing activities shall be identified and the total disturbed area calculated;
 - d. a topographic map of the site;
 - e. anticipated starting and completion dates of the various stages of land disturbing activities and the expected date the final stabilization will be completed; and
 - f. the location of temporary and permanent vegetative and structural storm water management control measures.

(b) Storm Water Concept Plan. At a minimum, the storm water concept plan shall include the following:

- (1) A completed application for the storm water management concept plan review. (Application forms are contained within the Storm Water Management Guidance Manual);
- (2) A completed Applicant's Affidavit of Ownership and Designation of Agent form. (Forms are contained within the Storm Water Management Guidance Manual);
- (3) A vicinity map showing the location of the development site;
- (4) The existing topography of the development site;
- (5) Layout of physical improvements on the site, including existing development and proposed development;
- (6) Delineation of all areas to be disturbed;
- (7) Delineation of any regulatory flood plain.
- (8) Preliminary Hydrologic / Hydraulic calculations showing existing pre-development flows and anticipated post-development flows;
- (9) Preliminary layout of proposed on-site storm water management facilities to include water quantity and quality features;
- (10) A map indicating any off-site flows draining to the site; and
- (11) A map indicating any off-site, downstream flow constrictions.




(c) Storm Water Management Plan Submittal Requirements. Storm water management plans shall include, at a minimum, the following:

- (1)** A completed application for the Storm Water Management Permit. (Application forms are contained within the Storm Water Management Guidance Manual);
- (2)** A completed Applicant's Affidavit of Ownership and Designation of Agent form. (Forms are contained within the Storm Water Management Guidance Manual);
- (3)** A vicinity map indicating a north arrow, scale, boundary lines of the site, and other information necessary to locate the development site;
- (4)** The existing and proposed topography of the development/redevelopment or construction site except for individual lot grading plans in single family subdivisions. Existing topography shall be shown by contour lines on a basis of 5' vertical interval unless the shape of the terrain, in the opinion of the City Engineer, warrants 2' vertical intervals. Datum shall be that of the United States Coast and Geodetic Survey. The scale shall at least 1"=200' with contour intervals no greater than 5', unless the City Engineer approves a variation;
- (5)** Physical improvements on the site, including present development and proposed development/redevelopment or construction activity;
- (6)** Location, dimensions, elevations, and characteristics of all storm water management facilities;
- (7)** All areas within the site which will be included in the land disturbing activities shall be identified and the total disturbed area calculated;
- (8)** The location of temporary and permanent vegetative and structural storm water management control measures;
- (9)** An anticipated starting and completion date of the various stages of land disturbing activities and the expected date the final stabilization will be completed;
- (10)** A determination that no occupied first floor elevation of any structure is below the 100-year plus 18 inch flood elevation. All development/redevelopment or construction activity shall conform to the "Federal Disaster Protection Act of 1973, Public Law 93-234, passed by the 93rd Congress, H.R. 8449, December 31, 1973 (the latest version);
- (11)** At the reasonable discretion of the City Engineer, for all portions of the drainage system which are expected to carry between 50 and 150 cfs for the 100-year storm, the 100-year plus 18 inch flood elevation analysis is required. To require the 100-year plus 18 inch flood elevation analysis, the City Engineer should determine that one of the following conditions may exist:




- a. The estimated runoff would create a hazard for adjacent property or residents; or
 - b. The flood limits would be of such magnitude that adjacent residents should be informed of these limits.
- (12) For all portions of the drainage system which are expected to carry 150 cfs or more for the 100-year storm, the 100-year plus 18 inch flood elevation analysis shall be done and flood limits shall be shown on the storm water management plans;
- (13) Storm water management plans shall include designation of all drainage easements needed for inspection and maintenance of the drainage system and storm water management facilities and shall comply with Section 24.4.5(d)(Stormwater Management-Easements) of this Chapter;
- (14) At the reasonable discretion of the City Engineer, a landscape plan for all portions of the drainage system shall be part of the storm water management plan. This landscape plan shall address the following:
 - a. Tree saving and planting plan;
 - b. Types of vegetation that will be used for stream bank stabilization, erosion control, sediment control, aesthetics and water quality improvement; and
 - c. Any special requirements related to the landscaping of the drainage system and efforts necessary to preserve the natural aspects of the drainage system.
- (15) To improve the water quality aspects of the drainage system, the storm water management plan shall include a storm water pollution prevention plan, as outlined in Section 24.5.32 of this Chapter, to control the water quality of the runoff during the land disturbing activities and during the life of the development as outlined in this Division;
- (16) The storm water management plan shall include all engineering calculations needed to design the system and associated structures including pre- and post-development velocities, peak rates of discharge, and inflow and outflow hydrographs of storm water runoff at all existing and proposed points of discharge from the site. Computer disks and hard copies of all input and output files are to be submitted if a computer model is used;
- (17) Description of site conditions around points of all surface water discharge including vegetation and method of flow conveyance from the land disturbing activity;
- (18) Construction and design details for structural controls;
- (19) The expected timing of flood peaks through the downstream drainage system shall be assessed when planning the use of detention facilities;



- (20) At the reasonable discretion of the City Engineer, downstream effects from storm water management structures and the development/ redevelopment or construction activity on receiving streams known to have flooding and erosion problems. Hydrologic-hydraulic engineering studies shall extend downstream to a point where the proposed development represents less than 10% of the total watershed.
- (21) All storm water management facilities and all major portions of the conveyance system through the proposed development (i.e., channels, culverts) shall be analyzed, using the design and 100-year storms, for design conditions and operating conditions which can reasonably be expected during the life of the facility. The results of the analysis shall be included in the hydrologic-hydraulic study.
- (22) If the storm water management plan and/or calculations indicate that there may be a drainage or flooding problem at the exit to the proposed development or at any location between the exit point and the 10 percent downstream point, the City Engineer may require:
 - a. water surface profiles plotted for the conditions of pre- and post-development for the 25-year design storm;
 - b. water surface profiles plotted for the conditions of pre- and post-development for the 100-year design storm; or
 - c. elevations of all structures potentially damaged by 25 and/or 100 year flows.
- (23)  All storm water management plans submitted for approval shall contain certification by the person responsible for the land disturbing activity that the land disturbing activity will be accomplished pursuant to the approved plan and that responsible personnel will be assigned to the project;
- (24) All storm water management submittals shall include a proposed inspection and construction control schedule;
- (25) All storm water management plans shall contain certification by the person responsible for the land disturbing activity, of the right of the City Engineer to conduct on-site inspections; and
- (26) A maintenance schedule for the permanent maintenance of all storm water management facilities.

24.12.11 Subdivision Plats

(a)  (Preliminary). See Table 12.3-1.

- (1) **Plat Reproductions.** The applicant shall provide ten (10) 24" x 36" legible paper copies reproduced from an original drawing with blue or black lines



folded to 8 1/2 inches by 14 inches. Additional copies may be required for presentation to the Commission.

- (2) **Monumentation.** The project engineer shall submit 1 copy of the recorded subdivision plat showing all monuments installed and reference points to the City Engineer.

(b) Subdivision Plats (Final). See Table 12.3-1.

(1) *Specifications*

- a. The final original plat shall be drawn on mylar (with dull finish on both sides).
- b. Each sheet shall have dimensions of 24 inches by 36 inches.
- c. The scale must be 1"= 100' from a certified survey. The Director may authorize a different scale where warranted by the circumstances.

- (2) *Approved General/Master Plan.* The subdivider shall submit a geo-referenced CAD file, in a format which is compatible with the City of Laredo GIS software (or such format as approved by the Director of the Planning and Zoning Department) of the approved General Plan/Master Plan at the same time as the submission of the approved General Plan/Master Plan, within 10 business days of the Planning and Zoning Commission approval of the General Plan/Master Plan.

- (3) *Surveying Data.* All surveying data must be shown on the final plat sufficient to locate all the features of the plat on the ground. This information must include line dimensions, bearings of deflecting angles, radii, central angles and degree of curvature, length of curves and tangent distances, all of which are to be shown in feet and decimal fractions. This data must include, but is not limited to:

- a. full dimensions along all boundary lines of the plat;
- b. street and alley rights-of-way;
- c. flood plains;
- d. easements and drainage ways;
- e. gullies, creeks and bayous together with the location of the high bank of those drainage ways and watercourses;
- f. lots, blocks, reserves, out-tracts or any other tract or tracts designated separately within the tract boundaries;
- g. fee strips, oil and gas wells, pipeline easements or similar features necessary to be accurately located by surveying methods.

- (4) *Homeowners Association.* The final plat shall include a referenced to the record volume location with Webb County, contact information, and a copy of the



homeowners association documents including all deed restrictions and covenants.

- (5) *Plat Recordation.* The subdivider must provide the following information to enable the Planning Director to verify compliance with conditions of plat approval, if any, prior to initiation of recordation:
- a. an original plat drawing prepared on mylar.
 - b. The names of all persons signing any plat lettered under the signature;
 - c. Two (2) paper prints from the original plat drawing on white paper with blue or black lines, and;
 - d. An original certificate of title for the property included in the plat prepared not later than thirty (30) days prior to the initiation of recordation; and
 - e. Satisfactory written evidence in the form of plat release letters showing that all conditions of approval are satisfied; and
 - f. A notarized instrument from the owner of any privately owned easement or fee strip within the plat boundaries is to be crossed by public or private streets or public utility or drainage easements, acknowledging and approving those crossings. The City Attorney shall approve the sufficiency of any instrument of record provided to satisfy this requirement; and
 - g. Original certificates showing that all current and delinquent city, county, school and special district taxes have been paid, and that none are due; and
 - h. In areas of special flood hazard, where a map revision is proposed, plats that illustrate existing and proposed floodplain lines. Plats should include a note stating the existing floodplain lines will be utilized for the purpose of issuing building permits until the Letter of Map Revision (LOMR) is granted by the Federal Emergency Management Agency (FEMA).

(c) **Construction Plans.** Prior to approval of the final plat by the Planning and Zoning Commission, the following information shall be supplied to the City Engineer or the Utilities Department Director:

(1) *Plan-Profile Sheets*

- a. Plan-profile sheets, copies 24" x 36" in size, and platted to a scale of 100'=1" vertical for proposed streets or alleys in the subdivision.
- b. These plan-profiles shall show:
 1. the street right-of-way,
 2. portions of right-of-way of intersecting streets,
 3. location of curb and gutter to monuments,



4. the radii of all returns in the plan portion, and
 5. the location of stormwater structures and pipe.
- c. The profile portion shall show the existing ground on each side of the street, the proposed grade of the top of the curb for each side of the street, and the reference benchmark with its elevation.

(2) Grading and Drainage Plans

- a. Grading and drainage plans are required for developments greater than one ½ acre total.
- b. For developments less than ½ acre total, the City Engineer shall require grading and drainage plans upon determining that they are necessary to provide for and protect the public interest or that of adjoining property owners.

(d) Replats

(1) Replats without notification. A replat of property which has not been zoned for residential purposes during the preceding five year period or has not been limited by recorded deed restriction or map record to residential use for not more than two (2) residential units shall submit, in addition to the requirements of subsection above, an application for replat not requiring public notification which:

- a. Is signed and acknowledged by all of the owners of the property proposed to be replatted;
- b. Includes a notation on the face of the proposed replat indicating the purpose of the replat and the following statement: "This replat does not attempt to alter, amend, or remove any covenants or restrictions. No portion of the preceding plat was limited by deed restriction to residential use for not more than two (2) residential units per lot".

(2) Replats with notification. A replat of property which has been zoned RL-2 (previously R-1 (Single-family Residential District)) during the preceding 5 years or is limited by recorded deed restriction or map record to residential use for not more than 2 residential units shall submit, in addition to the requirements of subsection (1) above, an affidavit signed by all owners of property within the proposed replat that the replat does not attempt to alter, amend, or remove any covenants or restrictions.

(e) Vacation. For all proposed vacations of subdivision plats, in addition to the requirements of subsections (i) and (j) above, the applicant shall also submit the following:

- (1)** Ten (10) paper prints from an original drawing with blue or black lines, and one (1) mylar of the subdivision plat last recorded; and



(2) Ten (10) copies of an instrument of vacation.

(f) **Amending plats.** For all proposed amending plats, in addition to the requirements of subsections (i) and (j) above, the applicant shall include a notation on the face of the amending plat indicating the purpose and the following statement: "This plat does not attempt to alter, amend, or remove any covenants or restrictions."

24.12.12 Signs.

(a) **Sign Permits.** The following information is required for each application for a sign permit:

- (1) Contractor/subcontractor/installer information (i.e., name, address, phone, etc.);
- (2) Sign owner information (i.e., name and address of the applicant, all members of the firm if an association or partnership, or the business name and address of the applicant and its officers if a corporation);
- (3) Property owner information (i.e., name and address);
- (4) Signed affidavit, or application from property owner allowing sign;
- (5) Location of property:
 - a. Street address (i.e., property address and business address).
 - b. Legal description.
 - c. Current zoning information.
- (6) Type of sign (i.e., as defined in this ordinance);
- (7) A site plan with measurements, including right-of-ways, property lines, and utility easements showing the proposed location of the sign, along with the locations of all existing signs on the same premises;
- (8) Complete drawings of sign construction plans must be with the permit application as follows:
 - a. Drawings must be drawn to scale one (1) inch is equivalent to twenty (20) feet (1"=20'), dimensioned, and is of sufficient clarity.
 - b. Proposed sign design, type of material used for sign, sign dimensions, square footage, structural supports, anchoring details and specifications, as well as electrical components specifications which must be Underwriters Laboratories (UL) approved or listed.
 - c. All freestanding signs taller than twenty-five (25) feet or with an area greater than three hundred ten (310) square feet must have a State of Texas professional engineer seal certifying a design based on ultimate design wind speeds noted in the most recent adopted International Building Code.
- (9) Any other documents as required by administrator.



(b) Unified Development Sign Plan. A unified development sign plan shall contain the following information:

- (1) Elevations of the signs illustrating the materials of construction, colors, lighting, fonts of letters, and dimensions of the signs. If the sign is to be attached to a building, the elevation shall be a composite of the sign and the building;
- (2) Elevations depicting the size of the signs in relation to the size of the buildings within the development;
- (3) A plan drawn to concept plan, preliminary site plan, or site plan specifications, of the site illustrating the location of existing and proposed signs on the property and, if required by city staff, on adjacent properties;
- (4) Other information to illustrate the consistency and uniformity of the signs.

24.12.13 Telecommunications Facilities

Applications conditional use permits and site plans for telecommunications facilities (as provided in Section 24.6.22) shall include the following information:

(a) Application form: The application shall be made on a form approved by the Planning Director, which includes the following information:

- (1) The name, address, and telephone number of the applicant and the applicant's agent, if any.
- (2) Identification of the entities providing the backhaul network for the tower(s) described in the application and other cellular sites owned or operated by the applicant in the municipality;
- (3) A deed and legal description of the property;
- (4) Verification of compliance with FCC, FAA regulations and, if applicable, any other federal or state agencies;
- (5) A notarized statement by the applicant and a sealed set of plans by a qualified engineer, confirming the construction of the tower will accommodate collocation of additional antennas for future users;
- (6) A safety report by a qualified structural engineer establishing the structural integrity of the tower;
- (7) Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a licensed professional engineer;
- (8) A description of the suitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new tower;



- (9) A description of the feasible location(s) of future towers or antennas within the City of Laredo based upon existing physical, engineering, technological or geographical limitations in the event the proposed tower is erected;
- (10) The separation distance from other towers described in an inventory of existing sites shall be shown on an updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s).

(b) Site plan requirements. The site plan shall include the following information:

- (1) The location, type and height of the proposed tower;
- (2) On-site land uses and zoning, adjacent land uses and zoning (including when adjacent to other municipalities), Master Plan classification of the site and all properties within the applicable separation distances established in this Section;
- (3) Adjacent roadways, proposed means of access, and parking;
- (4) Property line setbacks;
- (5) Elevation drawings of the proposed tower and any other structures;
- (6) Topography;
- (7) The setback distance between the proposed tower and the nearest residential districts established in this section.
- (8) A landscape plan showing specific proposed landscape materials.
- (9) Method of fencing, and finished color and, the method of camouflage and illumination.
- (10) Any additional information the Planning Director deems necessary to assess compliance with this UDC.

24.12.14 Traffic Impact Analysis

(a) Applicability. This section applies to any traffic impact analysis (TIA) required by Articles 3 or 4 of this Chapter. A TIA shall include the information required by subsections (b) through (g) below.

(b) Generally

- (1) **Project Name:** Include the specific subdivision unit or phase number for the application, if applicable.
- (2) **Date:** Provide the date of the TIA worksheet preparation.
- (3) **Subdivision Plat Name:** Provide the legal subdivision plat name.
- (4) **Project Address/Location:** Provide the specific address or intersection location.
- (5) **Owner Name, Address, Email, and Phone Number**



- (6) Preparer Company, Name, Address, Email, and Phone Number
- (7) TIA Scoping Meeting: A TIA scoping meeting is required for all TIA Reports as the ordinance specifies the minimum requirements. List the date of the meeting.
- (8) If a TIA Worksheet/Report was approved with a previous zoning, plan, plat or permit, Pages 1 and 2 are required. If this does not apply, Page 1 is required for a project and a blank Page 2 is not required.
- (9) Application Type or Reason for a TIA Worksheet/Report.
- (10) TIA Submittal Type: Select what is being submitted for the application.

(c) Proposed Land Use and Trip Information for Application

- (1) Complete this section with information about the project that is being submitted using the data in the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 11th or most recent edition.
- (2) Unit: Provide the subdivision unit or phase number for the application, if applicable.
- (3) Land Use, ITE Code, ITE Unit: These values are from the ITE Trip Generation Manual, 11th or most recent edition.
- (4) Estimated Project Units: This is the value used to calculate the peak hour and daily trips from the information in the ITE Trip Generation Manual, 11th or most recent edition.
- (5) Critical Peak Hour: List the critical peak hour for this land use and unit.
- (6) AM Peak Hour, PM Peak Hour, Weekend Peak Hour, and Daily Trip Rates: These values are from the ITE *Trip Generation Manual*, 11th or most recent edition. Leave blank if rates are not available.
- (7) AM Peak Hour, PM Peak Hour, Weekend Peak Hour, and Daily Trips: These values are calculated using the applicable trip rates and the estimated project units listed for this land use and unit.
- (8) Leave blank if trips are not available.
- (9) Total from additional tabulation sheet: If additional rows are needed in Section 2, an additional tabulation sheet can be attached.
- (10) Total: Sum each trips column in Section 2, including totals from any additional tabulation sheets.

(d) Previously Approved TIA Worksheet/Report. Complete this section with information about any TIA worksheet or report that has been previously approved by the city.

- (1) Project Name: If the previously approved TIA was a master plan, indicate that here.



- (2) Preparer Company and Name
- (3) Type: Select the type of TIA that was previously approved.
- (4) Approved with: Select the stage of development that the previous TIA was approved at.

(e) Update to and Status of Land Use and Trip Information for Total Development with Approved TIA Worksheet/Report (All Subdivision Units)

Complete this section with information about all subdivision units or phases that were included in the previously approved TIA worksheet or report, including the unit or phase in the current TIA worksheet and application. If any subdivision units or phases have already been permitted or completed with different trips generated than what was included in the previously approved TIA worksheet or report, the actual trips generated are listed in this subsection instead of the values from the previously approved TIA worksheet or report.

- (1) Unit: List each subdivision unit or phase separately. If the unit (or land use) for the application was previously part of a larger unit or land use, list on a separate line.
- (2) Land Use: This is from the ITE Trip Generation Manual, 11th or most recent edition.
- (3) Status: Indicate the current approved status of each unit using the following codes:
 - a. PLAN = Zoning/Concept Plan/Detail Plan/Master Plan approved by planning commission and city council, if applicable
 - b. PP = Preliminary Plat approved by planning commission
 - c. FP = Final Plat approved by planning commission
 - d. P = Permit approved and issued by the city
 - e. C = Unit completed and accepted by the city
 - f. A = Unit with this application
- (4) ITE Code, ITE Unit: These values are from the ITE Trip Generation Manual, 11th or most recent edition.
- (5) Estimated Project Units: This is the value used to calculate the peak hour and daily trips from the information in the ITE Trip Generation Manual, 11th or most recent edition.
- (6) Critical Peak Hour: List the critical peak hour for this land use and unit.
- (7) AM Peak Hour, PM Peak Hour, Weekend Peak Hour, and Daily Trip Rates: These values are from the ITE Trip Generation Manual, 11th or most recent edition. Leave blank if rates are not available.



- (8) AM Peak Hour, PM Peak Hour, Weekend Peak Hour, and Daily Trips: These values are calculated using the applicable trip rates and the estimated project units listed for this land use and unit.
- (9) Leave blank if trips are not available.
- (10) Total from additional tabulation sheet: If additional rows are needed in Section this subsection, an additional tabulation sheet can be attached.
- (11) Total: Sum each column in this subsection, including totals from any additional tabulation sheets.

(f) Approved TIA Worksheet/Report Conformance

The information in this section is used to compare the totals for peak hour and daily trips in the previously approved TIA worksheet or report to the values calculated in this worksheet. This information is used to determine if a new TIA report is required.

- (1) Approved development total AM Peak Hour, PM Peak Hour, Weekend Peak Hour, Daily Trips: List the values in each column from the previously approved TIA worksheet or report.
- (2) Updated development total AM Peak Hour, PM Peak Hour, Weekend Peak Hour, Daily Trips: List the values in each column from the Total row in the table in subsection (e) above.
- (3) Difference in development total AM Peak Hour, PM Peak Hour, Weekend Peak Hour, Daily Trips: Calculate the difference between the approved and updated development totals for each column.
- (4) New TIA Report Required: If there is an increase in peak hour trips over 100, then a new TIA report is required to be approved prior to permit approval.

(g) Required TIA Mitigation Measures. Complete this section with any TIA mitigation measures that are required by a previously approved TIA report. Indicate the unit when the mitigation measure is to be installed and the total peak hour trips (PHT) for the development that trigger the installation of each mitigation measure.

(h) Review. City staff will review the TIA worksheet and determine if it acceptable, requires correction and if a TIA report is or not required. An accepted TIA worksheet is required prior to plat recordation or permit issuance.



Figure 12.14-1 Sample TIA Worksheet

Note: adapted from City of New Braunfels, Texas, TIA Worksheet

****SAMPLE** CITY OF LAREDO TRAFFIC IMPACT ANALYSIS (TIA) WORKSHEET **SAMPLE****

Complete this worksheet as a requirement for rezoning or site plan review as specified in City of Laredo Unified Development Code (UDC) Sections 24.3.12 and 24.12.14. Note: The UDC provides the minimum information for a TIA report and it is recommended that a scoping meeting be scheduled with the City Engineer.

Section 1: General Information

Project Name: Laredo Subdivision Unit 4		Date: 01/15/2022
Subdivision Plat Name: Laredo Subdivision		Project Address/Location: Landa Street and Walnut Avenue, New Braunfels
Location? <input checked="" type="checkbox"/> City of Laredo <input type="checkbox"/> Laredo ETJ	<input checked="" type="checkbox"/> Webb County	<input type="checkbox"/> Guadalupe County
Owner Name: John Smith		Owner Email: smith@email.com
Owner Address: 550 Landa Street, Laredo, TX 78130		Owner Phone: 956-221-4000
Preparer Company: TIA Engineering & Company		
Preparer Name: Jane Johnson		Preparer Email: johnson@tia.com
Preparer Address: 123 Consultant Road, Laredo TX 78130		Preparer Phone: 956-221-4020
TIA scoping meeting with City Engineering Division staff? (required for reports) <input checked="" type="checkbox"/> Yes. Date: 12/20/2021 <input type="checkbox"/> No.		TIA Worksheet/Report approved with previous zoning, plan, plat or permit? <input type="checkbox"/> No. Complete Page 1 only. <input checked="" type="checkbox"/> Yes. Complete Pages 1 and 2.
Application Type or Reason for TIA Worksheet/Report		
<input type="checkbox"/> Rezoning <input type="checkbox"/> Site Plan <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Other		
TIA Submittal Type (A TIA Worksheet is required with all zoning, plan, plat and permit applications)		
<input type="checkbox"/> TIA Worksheet Only (100 peak hour trips or less)		<input type="checkbox"/> Level 1 TIA Report (101-500 peak hour trips)
<input checked="" type="checkbox"/> TIA Worksheet Only - Previous TIA Report Approved		<input type="checkbox"/> Level 2 TIA Report (501-1,000 peak hour trips)
<input type="checkbox"/> TIA Worksheet Only - Previous TIA Report not required (supporting documentation may be required)		<input type="checkbox"/> Level 3 TIA Report (1,001 or more peak hour trips)

Section 2: Proposed Land Use and Trip Information for Application

Unit	Land Use	ITE Code ¹	ITE Unit ²	Est. Project Units	Critical Peak Hour	AM Peak Hour Rate	PM Peak Hour Rate	WKND Peak Hour Rate	Daily Trip Rate	AM Peak Hour Trips	PM Peak Hour Trips	WKND Peak Hour Trips	Daily Trips
4	Single Family Homes	210	DU	50	PM	0.75	1.00		9.52	38	50		476
Total from additional tabulation sheet (if necessary):										38	50		476
Total:										38	50		476

¹Institute of Transportation Engineers (ITE) Trip Generation, 11th Edition or most recent; ²E.g., Dwelling Units, Acres, Employees, KSF, etc.

Internal Use Only	Reviewed by:	Date:
<input type="checkbox"/>	<input type="checkbox"/> TIA Worksheet is acceptable. <input type="checkbox"/> TIA Worksheet requires corrections. <input type="checkbox"/> TIA Report required. <input type="checkbox"/> TIA Report not required.	

Section 3: Previously Approved TIA Worksheet/Report

Project Name: New Braunfels Subdivision Master Plan		Date: 05/22/2022
Preparer Company: TIA Engineering & Company		Preparer Name: Susan Smith
Type: <input type="checkbox"/> TIA Worksheet Only	<input checked="" type="checkbox"/> Level 1 TIA Report	<input type="checkbox"/> Level 2 TIA Report <input type="checkbox"/> Level 3 TIA Report
Approved with: <input type="checkbox"/> Rezoning	<input checked="" type="checkbox"/> Site Plan	<input type="checkbox"/> Plat <input type="checkbox"/> Permit <input type="checkbox"/> Other

Section 4: Update to and Status of Land Use and Trip Information for Total Development with Approved TIA Worksheet/Report (All Subdivision Units)

Unit	Land Use	Status ³	ITE Code ¹	ITE Unit ²	Est. Project Units	Critical Peak Hour	AM Peak Hour Rate	PM Peak Hour Rate	WKND Peak Hour Rate	Daily Trip Rate	AM Peak Hour Trips	PM Peak Hour Trips	WKND Peak Hour Trips	Daily Trips
1	Single Family Homes	C	210	DU	24	PM	0.75	1.00		9.52	18	24		228
2	Single Family Homes	C	210	DU	43	PM	0.75	1.00		9.52	32	43		409
3	Single Family Homes	PP	210	DU	30	PM	0.75	1.00		9.52	23	30		286
4	Single Family Homes	A	210	DU	30	PM	0.75	1.00		9.52	38	30		476
3	Single Family Homes	PP	210	DU	47	PM	0.75	1.00		9.52	35	47		447
6	Single Family Homes	PLAN	210	DU	23	PM	0.75	1.00		9.52	17	23		219
Total from additional tabulation sheet (if necessary):											163	217		2065
Total:											163	217		2065

¹Institute of Transportation Engineers (ITE) Trip Generation, 11th Edition or most recent; ²E.g., Dwelling Units, Acres, Employees, KSF, etc.;

³Specify current approved status of unit: PLAN - Rezoning, Site Plan, PP - Preliminary Plat, C - Completed, A - With this Application (current)

Section 5: Approved TIA Worksheet/Report Conformance

Approved TIA Conformance	AM Peak Hour Trips	PM Peak Hour Trips	WKND Peak Hour Trips	Daily Trips
Approved development total:	154	204		1986
Updated development total:	163	217		2065
Difference development total:	+9	+13		+79
New TIA Report Required?				
Increase in Peak Hour Trips (PHT) over 100?	<input type="checkbox"/> Yes. New TIA Report required to be approved prior to approval. <input checked="" type="checkbox"/> No.			

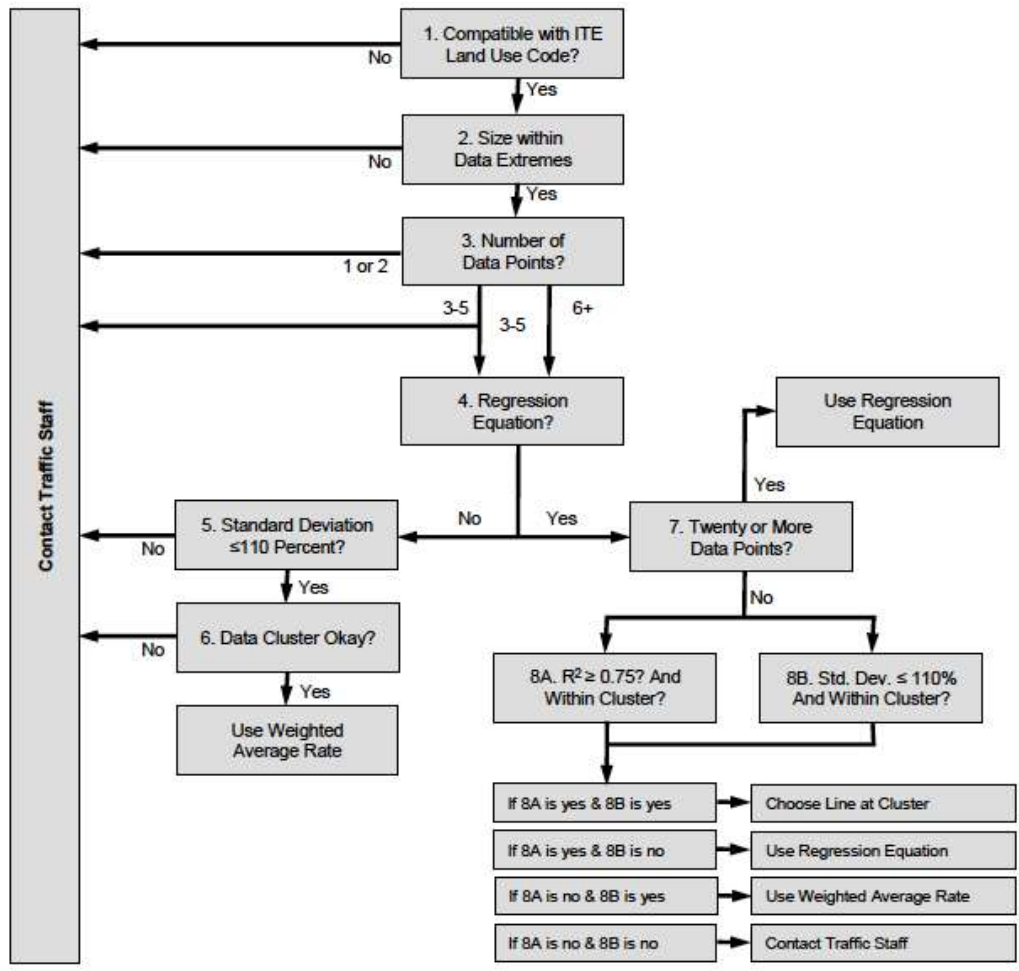
Section 6: Required TIA Mitigation Measures

Mitigation Measures	Unit	Total PHT
1. left turn lane on WB Main St at 1 st Ave	2	67
2.		
3.		
4.		
5.		
6.		



Figure 12.14-2 Recommended Procedure for Selecting Between Trip Generation Average Rates and Equation

Source: City of McAllen, Trip Generation Worksheet



From ITE Trip Generation Handbook

