



FUTURE LAND USE MAP AMENDMENT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
Applicant Phone #: _____
Project Name: _____
Project Location: _____
TCAD ID(s) of
Subject Parcels _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Future Land Use Map Amendment requires review by staff, recommendation by the Planning and Zoning Commission and action of the City Council. In accordance with UDC Section 1.1.19. Incomplete applications will not be accepted.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

FUTURE LAND USE MAP AMENDMENT PROCESS

The process for applying for a Future Land Use Map Amendment involves the following steps:

- 1. Pre-Application Conference.** Prior to filing of a Future Land Use Map Amendment application, the applicant may consult with the Planning Director and other City staff concerning the proposed amendment.
- 2. Submittal of Application and Completeness Check.** The applicant will submit all required documents and fees along with the signed application checklist for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Staff will perform a completeness check within 10 business days. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.**
- 3. Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department. The application will be distributed to all applicable staff members for review.



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4. **Technical Review.** City Staff will review the application for compliance with the UDC and other applicable city requirements and provide comments. Staff may complete technical review within in 21 calendar days of the application's filing date, however this time period may be extended based on staff availability and the complexity of the application. The applicant may need to make changes and revisions to the application or supporting materials to satisfactorily address City Staff comments. **If a resubmittal is not received within 90 days of the most recently issued staff comments, the application will be forwarded to the Planning & Zoning Commission with a staff recommendation for denial.**
5. **Planning & Zoning Commission Recommendation.** The Planning and Zoning Commission will review the Future Land Use Map Amendment and make a recommendation to City Council. In making its recommendation, the Planning and Zoning Commission shall consider the following:
 - a. The necessity of the proposed amendment to further or enhance the goals and objectives of the Comprehensive Plan;
 - b. The effect the amendment will have upon specific properties and the effect on the overall development or redevelopment of properties in the City, including any potential adverse impact; and
 - c. The effect the proposed amendment will have upon abutting properties and the potential changes in the development of the property or the area.
 - d. The Commission may, on its own motion or at the applicant's request, defer its recommendation until it has had an opportunity to consider other information or proposed modifications to the request which may have a direct bearing thereon. If the Commission elects to table the request, such tabling shall specifically state the time period of the tabling by citing the meeting date whereon the request will reappear on the Commission's agenda.
6. **Required Public Notice.** Notice of the City Council Public Hearing for the Future Land Use Map Amendment must be published in a newspaper of general circulation in the City at least sixteen (16) days before the date of the hearing. Due to this there is minimum 3 week separation between the Planning & Zoning Commission and City Council meetings for Future Land Use Map Amendments, the separation may be longer depending on meeting schedules.
7. **City Council Public Hearing / Action.** After a Public Hearing is held before the City Council regarding the proposed amendment, the City Council may approve the request in whole or in part, deny the request in whole or in part, or table the application to a future meeting, specifically citing the meeting to which it is tabled, or it may refer the application back to the Commission for further study.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please, flatten all PDF before submittal and rename documents for easy readability.

- Application Information**
 - Deed showing current ownership



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- Notarized Verification of Land Ownership Form
- Authorization Agent Designation Form (if applicant different than owner)
- Written consent to the Future Land Use Map Amendment application from each lienholder of the subject property (if applicable)
- Current Title Commitments
- Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
- Covenants, Deed Restrictions (newly applicable and previously recorded)
- Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)

- Summary Letter** (*must address all of the following topics in sufficient detail*):
 - Consistency with the Comprehensive Plan:** Provide specific reference to the affected goals and polices of the Comprehensive Plan, and the necessity of the proposed amendment to further or enhance the remaining goals and objectives, and
 - Effects on Property:** Describe the effect the amendment will have upon the specific property, abutting properties, and the effect on the overall development or redevelopment of properties in the City including any potential adverse impacts.