



PLANNED DEVELOPMENT DISTRICT AMENDMENT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
 Applicant Phone #: _____
 Project Name: _____
 Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Planned Development District amendment requires review by staff and approval by the Planning and Zoning Commission and City Council in accordance with Unified Development Code (UDC) Article 3 Zoning Regulations. **Incomplete applications will not be accepted.**

APPLICATION TYPE

Application	UDC Reference / Description
Planned Development District Amendment	UDC Section 3.5.5 Planned Development District (Legacy) The intent of the Planned Development District (Legacy) is to provide ongoing support for these legacy Districts, allowing for amendments to such Districts but not allowing for the creation of new Districts.

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/>

PLANNED DEVELOPMENT DISTRICT AMENDMENT PROCESS

The process for applying for a PDD amendment involves the following steps:

- 1. Pre-Application Conference.** The Planning Director may recommend that a Pre-application Meeting (see Section 1.3) take place prior to submittal of an application to amend a Planned Development District.
- 2. Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed applicable 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



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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. **Submission.** 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.
4. **Review.** City Staff will review the application for compliance with the UDC and other city requirements and provide comments. The applicant may need to make changes and revisions to the application or supporting materials.
5. **Action.** Planned Development District Amendments require Planning and Zoning Commission Recommendation and City Council approval (Sec 3.5.5.H of Article 3 Zoning Regulations).
 - a. The Planning Director will review the Planned Development District amendment and will prepare a report with a recommended action to the Planning and Zoning Commission.
 - b. The Planning Director will post public notice and mail individual notices to property owners within 200 feet of the subject property describing the request for a Planned Development District amendment according to the same requirements applicable to a zoning change request (see Section 3.1.8. Amendment to Zoning Map or Text).
 - c. The Planning and Zoning Commission will conduct a public hearing, consider the report and recommendation of the Planning Director, and make recommendation to the City Council.
 - d. The City Council may, after conducting a public hearing, vote to approve, approve with conditions, or deny the Planned Development District amendment.
 - e. The Planning Director will post public notice of the time and place of the public hearing at City Council in a newspaper of general circulation in the City at least sixteen (16) days before the date of hearing.
 - f. Once City Council approves, approves with conditions, or denies the Planned Development District amendment, the Planning Director will issue an official Letter of Decision within ten (10) calendar days.
 - g. If the Planning and Zoning Commission votes to recommend denial of a Planned Development District, City Council may only approve the application by a three-fourths (3/4) majority.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents required for a complete application 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**
 - Authorization to apply on behalf of the owner (if applicant different than owner)
 - Current Title Commitments



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- 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)
- If applicable, consent to the rezoning application from each lienholder on the property

- Summary Letter:** Provide a summary of the purpose and need for the requested amendment and a detailed explanation of how the proposed amendment meets the criteria of UDC Section 3.5.5C or why such criteria is not applicable to the proposed amendment.

- Planned Development District Amendment Review** The following items, as applicable, must be included, if a listed item or component of a listed item is not included a detailed description of why it is not applicable must be provided.
 - Planned Development Master Plan (3.5.5.F)
 - Design Statement
 - See section 3.5.5.F.4 for Design Statement requirements
 - Statement must also address the Criteria listed in section 3.5.5C.1 and 2.
 - Planned Development Concept Design Map (3.5.5.F.5)
 - See section 3.5.5.F.5(iv) for specific requirements
 - Planned Development District Development Standards Form (attached)
 - Trip Generation Report (See section 2.5.11 for Trip Generation Report requirements)
 - Color Elevation Renderings (3.5.5.F.5 (v))
- Transmittal Letters (as applicable)**
 - Lake Travis Independent School District (if the PDD will be requesting residential uses / additional residential units notification to the school will be required)
 - Emergency Services District 6
 - West Travis County Public Utility Agency
 - Texas Department of Transportation (TXDOT), if proposing amendment for a project abutting a State Highway
- Any other documents deemed necessary for review by Staff (3.5.5.F.3)**
- Fees**



PLANNED DEVELOPMENT DISTRICT DEVELOPMENT STANDARDS FORM

Instructions: Fill out the form with all sections of code that the applicant wishes to deviate from. Continue list on to additional sheets if necessary.

Section Reference: Identify section of the City of Bee Code or existing Planned Development District Ordinance applicable to the property that you are requesting to amend. (e.g. §3.4.5C.2(ii) or Ord 72, Exhibit C Section 3(a)).

Code Requirement: Summarize requirement of applicable Bee Cave Code of Ordinances or PDD Ordinance.

Deviation Request: Describe the way in which the proposed project deviates from the particular section of the Code or Ordinance.

Hardship and Proposed Mitigation: Describe any special circumstances that prevent the project from complying with the Code AND how the design mitigates against adverse effects of non-compliance.

	Section Reference	Code Requirement	Deviation Request	Hardship and Proposed Mitigation
1				
2				
3				
4				
5				
6				
7				