



City of Borger Department of  
Planning and Development  
600 N. Main Street  
Borger, TX 79007  
(806) 273-0908  
www.borgertv.gov

# Universal Development Application

## 1. Application Type (select all that apply)

### a. Administrative Review Procedures

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrative Adjustment | <input type="checkbox"/> Certificate of Occupancy                    | <input type="checkbox"/> Construction Plans                     |
| <input type="checkbox"/> Driveway Permit           | <input type="checkbox"/> Floodplain Development Permit               | <input type="checkbox"/> Minor Modification of an Approved Plan |
| <input type="checkbox"/> Minor or Amending Plat    | <input type="checkbox"/> On-Site Water or Wastewater Facility Permit | <input type="checkbox"/> Sign Permit                            |
| <input type="checkbox"/> Site Development Plan     | <input type="checkbox"/> Temporary Use Permit                        | <input type="checkbox"/> Written Interpretation                 |

### b. Legislative Review Procedures

- Special Use Permit     ULDO Text Amendment     Zoning Map Amendment (rezoning)

### c. Quasi-Judicial Review Procedures

- Appeal of Administrative Decision     Floodplain Variance     Variance

### d. Subdivision Review Procedures

- Development Plat     Final Plat     Preliminary Plan     Replat     Vacating Plat     Waiver

## 2. Project Information

- a. Project Name: \_\_\_\_\_
- b. Project Location/Address: \_\_\_\_\_
- c. Tax Map and Parcel Number (PIN): \_\_\_\_\_
- d. Zoning: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- e. Land Use: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- f. Total Estimated Project Cost: \_\_\_\_\_
- g. Description of Request (attach separate sheet if needed):

## 3. Contact Information

- a. Project Manager/Contact Person: \_\_\_\_\_
- Company: \_\_\_\_\_
- Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- b. Applicant Name (if different than above): \_\_\_\_\_
- Company: \_\_\_\_\_
- Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 3. Contact Information (cont'd.)

c. Owner Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 4. Owner's Consent

\_\_\_\_\_ (“Owner”) certifies that it is the owner of the property located at \_\_\_\_\_ (“Subject Property”) and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the decision making board.

Owner hereby authorizes, \_\_\_\_\_ as agent, to file this application and represent Owner at any and all meetings and hearings required for the approval of this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 5. Affidavit of Completeness and Accuracy (to be completed by the individual submitting the application)

Project Name: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

#### STATEMENT OF COMPLETENESS AND ACCURACY:

I hereby certify all property owners have full knowledge the property they own is the subject of this application. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related application material and all attachments become official records of the Planning and Zoning Department of Borger, Texas, and will not be returned.

I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further acknowledge that additional information may be required to process this application. I further consent to the City of Borger to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

**6. Staff Use Only:**

**Record of Process**

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

Application Number: \_\_\_\_\_

Is Application Complete?  Yes  No

Public Hearing Date(s): \_\_\_\_\_

Published Notice Date: \_\_\_\_\_

Mailed Notice Date: \_\_\_\_\_

Posted Notice Date: \_\_\_\_\_

Final Action Applicant Notification Mailed Date: \_\_\_\_\_

City Staff Signature: \_\_\_\_\_

**Record of Decision**

Reviewed By: \_\_\_\_\_

Recommendation:  Approve  Deny

Final Action:  Approve  Deny

Board/Commission Chairman Signature: \_\_\_\_\_

Board/Commission Secretary Signature: \_\_\_\_\_

## Required Attachments for Administrative Review Procedures

### All development application submittals must be accompanied by:

- Applicable fee(s) (see Part 7, *Schedule of Fees* of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Director, Building Inspector, or other City staff, Planning and Zoning Commission, Board of Adjustment, or City Council.

### **Administrative Adjustment**

1. Written letter describing the request in detail including the reasoning (must be submitted along with primary application)

### **Site Development Plan**

1. 3 paper copies and one digital (PDF) copy of a complete site-specific development plan that includes:
  - a. Lot Area (sq. ft.)
  - b. Existing structures shown with dimensions (including area and height)
  - c. Proposed structures shown with dimensions (including area and height)
  - d. Property lines with dimensions
  - e. Streets and Right-of-ways
  - f. Distances between buildings and property lines, as well as distances between buildings and other buildings
  - g. If determined required at the pre-application meeting:
    - i. Landscape plan (with number, location, and type of proposed plantings)
    - ii. Parking Plan (with number, location, average stall size, and striping of proposed spaces shown)
    - iii. Proposed building elevations
    - iv. Building materials details
    - v. Lighting Plan
  - h. Copies of the Traffic Impact Analysis (TIA) (if determined required at the pre-application meeting)

### **Minor or Amending Plat**

1. 1 paper copy and 1 digital (PDF) of proposed plat. Plats shall include the following elements:
  - a. Title
  - b. Vicinity map
  - c. North arrow and declaration
  - d. Scale in feet per inch and bar graph
  - e. Legal description including township, county, and state
  - f. Date(s) of survey
  - g. Date of any revisions to the plat
  - h. Name and address of the owner(s)
  - i. Name, address, registration number and seal of engineer and/or surveyor
  - j. Tract boundaries shown by a heavy line including all bearings and distances
  - k. Intersecting boundaries of adjoining lands
  - l. Location, purpose, and dimensions of areas to be used for other than residential purposes
  - m. Total acreage
  - n. Total number of lots
  - o. Lots numbered consecutively throughout the subdivision
  - p. Names of owners of adjoining properties
  - q. Building setbacks in table format
  - r. Boundaries of floodways and one hundred-year flood plains (if applicable)

### **Construction Plans**

1. Plans shall be submitted on 24" x 36" plan sheets with scale, north arrow, and project name clearly displayed on all plan sheets
2. Scale shall be 1"=4' or 1"=5' vertical; 1"=40' or 1"=50' horizontal
3. Construction documents including site plan, grading plan, erosion and sediment control plan, road plan and profiles, storm drainage profiles, landscaping and signage plans shall be combined into one submittal
4. Road plan and profiles shall be shown with the profile above the road, displayed on the same sheet
5. Water and sewer plans shall be combined into one submittal

## Required Attachments for Administrative Review Procedures (cont'd.)

### ***Floodplain Development Permit***

1. 3 paper copies and one digital (PDF) copy of a complete site-specific development plan that includes:
  - a. Lot Area (sq. ft.)
  - b. Existing structures shown with dimensions (including area and height)
  - c. Proposed structures shown with dimensions (including area and height)
  - d. Property lines with dimensions
  - e. Streets and Right-of-ways
  - f. Distances between buildings and property lines, as well as distances between buildings and other buildings
  - g. Locations of all water bodies
  - h. Extent of water relocation or landform alterations
  - i. Specifications including details for anchoring structures (if applicable)
2. Proposed elevations of lowest floor (including basement)
3. Details of water resistant materials used, floodproofing of utilities, and enclosures located below first floor
4. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.

### ***Driveway Permit***

1. Sketch plan showing the following:
  - a. Location of the property, including street name and address
  - b. Location of all existing and proposed buildings
  - c. Pavement and right-of-way width
  - d. Location of existing utilities, retaining walls, storm drainage facilities, poles, and other physical features which affect the driveway location
  - e. All existing driveways, property lines, and driveways to be closed
  - f. All proposed driveways, including all parcels reserved for future development
  - g. Location of existing and proposed sidewalks, curbs, and wheelchair ramps on or adjacent to the property
  - h. Driveways on the opposite side of the street

### ***On-Site Water or Wastewater Facility Permit***

## Required Attachments for Administrative Review Procedures (cont'd.)

### ***Sign Permit***

1. Number of signs proposed
2. Sign type(s) (see ULDO Subsection 14.02.504 Permanent Signs for types)
3. Sign(s) dimensions (height, width, and area in square feet)
4. Weight of sign
5. Type of Anchoring
6. Scaled building elevation with proposed signage
7. Site plan showing where sign(s) will be located
8. Detailed drawing/rendering of sign showing dimensions
9. Number of existing signs to remain and their dimensions

### ***Temporary Use Permit***

1. Temporary use type (see ULDO Subsection 14.01.308 for Temporary Uses)
2. Names/Cell Numbers/Emails for two individuals present on-site during temporary use
3. Dates of operation
4. Start and end time
5. Estimated attendance/number of employees
6. Details on parking area and number of expected vehicles (if applicable)
7. Size and details of tents (if applicable)
8. Explanation of event (if applicable) which includes if alcohol will be served or if amplified sound (music, performances, speakers, etc.) will be used
9. Detailed layout map/site plan (including parking areas, tents, road closures, structures, bathrooms, stages, etc.)
10. Proof of liability insurance (if applicable)

### ***Certificate of Occupancy***

1. An approved site plan (if new construction)
2. A plot plan showing all exterior improvements (if no new exterior construction is proposed)

### ***Minor Written Interpretation***

1. Written description of request.

### ***Minor Modification of an Approved Application***

1. Written description of the minor modifications being requested.
2. Updated copies of required attachments for original approval

## Required Attachments for Legislative Review Procedures

### All development application submittals must be accompanied by:

- Applicable fee(s) (see Part 7, *Schedule of Fees* of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Director or, Building Inspector, or other City staff, Planning and Zoning Commission, Board of Adjustment, or City Council.

### ***ULDO Text Amendment***

1. Proposed text of amendment ordinance
2. Written rationale for the change

### ***Zoning Map Amendment (rezoning)***

1. Recent survey or legal description of property requested to be rezoned

### ***Special Use Permit***

1. Include which Special Use denoted in ULDO Subsection 14.01.301, *Use Table*, is being requested.
2. Land use of all abutting properties
3. Explanation of how request meets the specific review criteria in ULDO Subsection 14.06.403, *Special Use Permit*

## Required Attachments for Quasi-Judicial Review Procedures

### All development application submittals must be accompanied by:

- Applicable fee(s) (see Part 7, *Schedule of Fees* of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Director or, Building Inspector, or other City staff, Planning and Zoning Commission, Board of Adjustment, or City Council.

### Variance

1. Sketch plan showing:
  - a. Boundaries of property
  - b. Size and location of all existing building(s)
  - c. Size and location of all proposed buildings, parking facilities, and accessory structures
  - d. Number, location, and type of any proposed screening or buffering
2. List of the ULDO provision(s) seeking relief from
3. Provide reasons for seeking variance
4. Explanation of how request meets the specific review criteria in ULDO Subsection 14.06.501, *Variance*

### Floodplain Variance

1. Sketch plan showing:
  - a. Boundaries of property
  - b. Size and location of all existing building(s)
  - c. Size and location of all proposed buildings, parking facilities, and accessory structures
  - d. Number, location, and type of any proposed screening or buffering
2. List of the specific section(s) in ULDO Article 14.04, *Environmental Management*, seeking relief from
3. Provide reasons for seeking variance
4. Explanation of how request meets the specific review criteria in ULDO Section 14.06.502, *Variance, Floodplain*

### Appeal of Administrative Decision

1. A written request of appeal including all ground for the appeal. Applicant may be required to prove any facts included in the request. The applicant has the burden of proof to justify reversal of decision being appealed.



## Required Attachments for Subdivision Review Procedures

### All development application submittals must be accompanied by:

- Applicable fee(s) (see Part 7, *Schedule of Fees* of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Director or, Building Inspector, or other City staff, Planning and Zoning Commission, Board of Adjustment, or City Council.

### Development Plat, Final Plat, Replat, and Vacating Plat

1. 2 folded paper copies (36"x24"), 1 digital (PDF) copy, and CADD line file (DXF, DWG, DGN, etc) of proposed subdivision, which shall include the following elements:
  - a. Title block with the following information:
    - i. Plat Title (Final Plat of..., Amending Plat of...,etc.)
    - ii. Subdivision unit or addition if applicable
    - iii. Borger/Hutchinson County/Texas
    - iv. Name and address of the owner(s)
    - v. Name, address, registration number and seal of engineer and/or surveyor
    - vi. Date of preparation (including date the plan was submitted and dates of any revisions)
    - vii. Total acreage to be developed
    - viii. Number of Lots, Blocks, Reserves in Plat Statement
    - ix. The statement "PRELIMINARY PLAN - NOT FOR RECORD" (in .5" high letters)
  - b. Vicinity map
  - c. North arrow and declaration
  - d. Scale in feet per inch and bar graph
  - e. Legal description including township, county, and state
  - f. Tract boundaries shown by a heavy line including all bearings and distances
  - g. Intersecting boundaries of adjoining lands
  - h. Contour lines (5' interval dashed lines) for final buildout
  - i. Total acreage
  - j. Total Right-of-Way acreage
  - k. Location and description with accurate dimensions (bearing, length, curve, data, etc.) of all streets (continuous or ends in a cul-de-sac), public and private rights-of-way, street offsets and/or intersection angles, alleys, and easements
  - l. Well site locations
  - m. Name(s) of proposed street(s)
  - n. Location, purpose, and dimensions of areas to be used for other than residential purposes
  - o. Lots numbered consecutively throughout the subdivision
  - p. Building setbacks in table format
  - q. Information pertaining to adjacent or adjoining properties:
    - i. Names of owners of adjoining properties
    - ii. The location and description of adjacent property within 200' of proposed plat identified within a thin solid line. Include all existing platting information, such as deed records, location of existing streets, blocks, lots, alleys, easements or other significant features
  - r. If any part of the proposed subdivision is within floodway/floodplain:
    - i. Total Floodplain acreage
    - ii. Location and boundaries of floodways and one hundred-year flood plain(according to the most recent available FEMA data or best information available)
    - iii. FEMA Flood Insurance Rate Map Number (according to the most recent available data)
2. Original tax certificate for each parcel indicating no taxes are due (Feb. 1st - Aug. 31st) or a \$0.00 balance (Sept. 1st - Jan. 31st). **TAX RECEIPTS ARE NOT ACCEPTABLE.**
3. Approved public improvement construction plans for new or extended public utilities that have been constructed or acquired.

## Required Attachments for Subdivision Review Procedures

### Preliminary Plan

1. 1 folded paper copy and 1 digital (PDF) of proposed subdivision, which shall include the following elements:
  - a. Title block with the following information:
    - i. Name of proposed subdivision
    - ii. Subdivision unit or addition if applicable
    - iii. Borger/Hutchinson County/Texas
    - iv. Name and address of the owner(s)
    - v. Name, address, registration number and seal of engineer and/or surveyor
    - vi. Date of preparation (including date the plan was submitted and dates of any revisions)
    - vii. Total acreage to be developed
    - viii. Number of Lots, Blocks, Reserves in Plat Statement
    - ix. The statement "PRELIMINARY PLAN – NOT FOR RECORD" (in .5" high letters)
  - b. Vicinity map
  - c. North arrow and declaration
  - d. Scale in feet per inch and bar graph
  - e. Legal description including township, county, and state
  - f. Tract boundaries shown by a heavy line including all bearings and distances
  - g. Intersecting boundaries of adjoining lands
  - h. Contour lines (5' interval dashed lines) for final buildout
    - i. Total acreage
    - j. Total Right-of-Way acreage
  - k. Location and description with accurate dimensions (bearing, length, curve, data, etc.) of all streets (continuous or ends in a cul-de-sac), public and private rights-of-way, street offsets and/or intersection angles, alleys, and easements
  - l. Well site locations
  - m. Name(s) of proposed street(s)
  - n. Location, purpose, and dimensions of areas to be used for other than residential purposes
  - o. Lots numbered consecutively throughout the subdivision
  - p. Building setbacks in table format
  - q. Information pertaining to adjacent or adjoining properties:
    - i. Names of owners of adjoining properties
    - ii. The location and description of adjacent property within 200' of proposed plat identified within a thin solid line. Include all existing platting information, such as deed records, location of existing streets, blocks, lots, alleys, easements or other significant features
  - r. If any part of the proposed subdivision is within floodway/floodplain:
    - i. Total Floodplain acreage
    - ii. Location and boundaries of floodways and one hundred-year flood plain(according to the most recent available FEMA data or best information available)
    - iii. FEMA Flood Insurance Rate Map Number (according to the most recent available data)

### Waiver

1. Concurrent application for associated plat or plan application
2. List of the ULDO provision(s) seeking relief from
3. Provide reasons for seeking variance
4. Explanation of how request meets the specific review criteria in ULDO Subsection 14.06.501, *Variance*