



Parkland Dedication Checklist

Parkland Dedication Application Completeness Requirements

- ☐ **CLOUDPERMIT ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **APPLICATION FEE** must be submitted at the time application is submitted, (see adopted Fee Schedule).
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on an 8 ½" by 11" sheet including surveyor seal and signature.
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests and signature of the owner or applicant
- ☐ **DEVELOPMENT SERVICES - PARKLAND DEDICATION CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Development Services Department.

Certification of registered state public surveyor certifying to accuracy of survey.

- A. The dedication required by this chapter shall be made by filing of the final plat and also by general warranty deed, which shall be recorded after filing. The land so dedicated and deeded shall not be subject to any reservations of record (except for minerals), encumbrances of any kind, or easements which in the opinion of the City Administrator or designee will interfere with its use for recreational purposes.
- B. In the event a plat is not required, this dedication shall be met prior to the issuance of a building permit.



☐ **PARKLAND DEDICATION EXHIBIT** formatted and scaled to a 24" by 36" page size and should be consistent with exhibits reviewed with the Development Services Department Certification.

<u>Drawing</u>	<u>Applicant</u>
In ink or CAD document.	
Scale one inch = 30 feet or larger.	
Index sheet if survey is more than one sheet.	
<u>Data</u>	<u>Applicant</u>
Closest benchmark, and/or beginning point, to site.	
Provide topographic information on this site.	
Location, dimensions, and purpose of all easements.	
Number to identify lot, size and block	
Minimum setback lines on all lots within park boundary.	
Location and description of monuments.	
Reference to recorded subdivision plats or adjoining public land by recorded name, date, and number.	
Title, scale, north arrow, date of survey.	
Written metes and bounds description.	
Name and right-of-way adjoining property.	
Names, size and location of telephone, gas, water, and sanitary sewer lines in and adjoining the site.	
Limits of floodway and flood hazard areas (100-year floodplain) as per adopted maps published by FEMA.	



LETTER OF INTENT REQUIREMENTS

Header

Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX
77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**