

Subdivision Master Plan (SMP)

Checklist

SMP Application Completeness Requirements

- ☐ **DEVELOPMENT APPLICATION** must be signed by the owner
- ☐ **APPLICATION FEE** must be submitted at the time the application is submitted.
 - All phased developments and PDD's
 - SMP Amendments
- ☐ **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
- ☐ **LETTERS OF UTILITY AVAILABILITY AND APPROVAL** from all utility providers including water, sewer, electric, and natural gas.
- ☐ **DEVELOPMENT SERVICES DEPARTMENT- SUBDIVISION MASTER PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Development Services Department.
- ☐ **ENGINEERING DEPARTMENT- SUBDIVISION MASTER PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Engineering Department.
- ☐ **FIRE DEPARTMENT- SUBDIVISION MASTER PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Fire Department.
- ☐ **SUBDIVISION MASTER PLAN EXHIBIT** formatted and scaled to a 24" by 36" page size and should be consistent with exhibits reviewed with the Development Services Department, Engineering Department, Fire Department Certifications.

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.**