



City of Shenandoah Development Package

Documentation includes the following:

Fee Schedule

Platting

Development Check List & Outline

Development Application

Landowner Annexation Petition Form

Waiver of Action

Rezoning Application

Special Use Permits

Special Use Permit Application

Alcohol Permit Application

Variance Request

Variance Request Form



Residential Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

New Residential Home

- Building Permit (includes all sub-contractors fees, plan review, and inspections) ...\$300.00 plus \$0.55 per square foot of air-conditioned space

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets\$15.00
- 11-20 sheets\$20.00
- 21-30 sheets\$25.00
- 31-40 sheets\$30.00
- 41-50 sheets plus\$50.00

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets\$25.00
 - 21-50 sheets\$50.00
 - 50 sheets plus\$75.00
- *in addition to the digital plan review fee

Residential Pool

- Building Permit (plan review and inspections)..... No fee
 - Trade Permits (Electrical, Mechanical, Plumbing)..... No fee
- *Cost valuation is only for work requiring a permit.

Residential Remodels, Residential Additions

- Building Permit (plan review and inspections)..... No fee
 - Trade Permits (Electrical, Mechanical, Plumbing)..... No fee
- *Cost valuation is only for work requiring a permit.

Tap Fees

- Administrative Fee\$185
- Residential Sewer Tap\$450
- Residential Water Tap\$450

Residential Water Meter

- Residential $\frac{3}{4}$ Inch Meter.....\$555
- Communication Endpoint.....\$180

Other Fees

- Re-Inspection Fee (assessed after 2nd failed inspection)\$50
- Additional Plan Review (assessed after two reviews for each subsequent review).....\$250
- Additional Plan Review (assessed after plans approved).....1st review \$500 each additional review increase by \$250
- Investigation Fee (assessed for working without permit).....1st offense \$250. Each additional infraction \$1,000 per day
- After Hour Inspection.....1st hour \$300 each additional half hour \$150
- Large Format Scanning (11" X 17" and above) \$2 per sheet
- Roof, fence, irrigation, alarm, generator, demo..... No fee

Note: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of \$250.00 for the first offense and each additional infraction will increase to \$1,000.00 each day. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Director of Public Works and Community Development that it is an emergency situation. No fee permits do not imply that a permit is not required.

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is \$300.00 each additional half hour is \$150.00 each inspection is a one hour minimum.

Inspections must be cancelled by 8:30 a.m. the day of the inspection request in order to have the inspection cancelled. If the request is not cancelled by 8:30 a.m. fees will occur.

If an inspection fails and the re-inspection fee is applied, that fee must be paid prior to receiving any further inspections for that segment of the project.

If building plans have been approved, any additional plan sheets submitted after approval will require the Additional Plan Review fee of \$500.00 for the first review each additional review will increase by 250.00.

Additions are defined as construction, which adds new air conditioned space to an existing property which has been issued a Certificate of Occupancy.



Commercial Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Building Permit

Based on Cost Valuation (Valuation is based on estimate of work):

- \$0 – 50,000 \$1,400 for first \$1,000 plus \$10 for each \$1,000*
 - \$50,001 – 100,000 \$1,890 for first \$50,000 plus \$8 for each additional \$1,000*
 - \$100,001 – 500,000 \$2,290 for first \$100,000 plus \$5 for each additional \$1,000*
 - \$500,001 plus \$4,290 for first \$500,000 plus \$4.50 for each additional \$1,000*
- *or fraction thereof

Fire Plan Review Fee

Based on square footage

- 0-50,000 sq. ft. \$500 for the first 5,000 sq. ft. plus \$100 for each additional 1,000 sq. ft.*
 - 50,001 sq. ft. plus \$500 for the first 5,000 sq. ft. plus \$150 for each additional 1,000 sq. ft.*
- *or fraction thereof

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets \$15
- 11-20 sheets \$20
- 21-30 sheets \$25
- 31-40 sheets \$30
- 41-50 sheets plus \$50

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets \$25
 - 21-50 sheets \$50
 - 50 sheets plus \$75
- *in addition to the digital plan review fee

Single Trade Building Permit Fee (Mechanical, Electrical, Plumbing, Irrigation, Sign and Roofing)

Based on Cost Valuation (Valuation is based on estimate of work):

- \$0 – 50,000 \$200 for first \$1,000 plus \$6 for each \$1,000*
 - \$50,001 – 100,000 \$494 for first \$50,000 plus \$4.50 for each additional \$1,000*
 - \$100,001 – 500,000 \$719 for first \$100,000 plus \$4 for each additional \$1,000*
 - \$500,001 plus \$2,319 for first \$500,000 plus \$3 for each additional \$1,000*
- *or fraction thereof

Existing Construction

- Certificate of Occupancy/Life Safety Inspections (existing commercial occupancy)\$500
- Listed/Registered/Licensed Child Care Home (care up to 12 children in primary care giver home less than 24 hrs.)\$150
- Licensed Day Care Centers (cares for 13 or more children under 14 years of age for less than 24 hrs.)\$350
- Public Schools (K-12)no fee
- All other Education Educational Facilities\$300
- Foster Home (licensed for 1-6 children).....\$100
- Foster Group Home (licensed for 7-12 children).....\$300
- Hospital or Nursing Home (per structure)\$550
- Other 24-hr Care Facility (such as residential treatment, personal care centers, or similar facilities).....\$400
- Demolition\$150

Fire Systems

- Fire Sprinkler (less than 100 devices).....\$300
- Fire Sprinkler (101 or more devices).....\$300 plus \$1.00 per device
- Fire Alarm (less than 100 devices)\$300
- Fire Alarm (101 or more devices).....\$300 plus \$1.00 per device
- Ansul or Fixed Suppression System (per kitchen).....\$300
- Door Access Control (first 10 doors).....\$300
- Door Access Control (11 or more doors).....\$300 plus \$20 per door
- All Hazardous Material Occupancies (add to basic fee schedule, including service stations)\$250
- Smoke Control, Elev. Recall, Standpiping, Dry Pipe Hose Connections, Wall Hydrants, Fixed Chemical Suppression.. \$300
- Occupancy Load Evaluation.....\$250
- Fire Lane Design\$250
- Inspection Assistance (assistance prior to permitting).....\$200
- Other Inspections (per inspector hour)\$150
- Fire Expedite (five working days or after hours).....\$500
- Fire Re-inspection Fees original permit fee

Generator

- Generator Permit.....\$500

**Site Work Permits

- Clearing Permit.....\$2,000
- Grading Permit\$2,000

Tap

- *Commercial Water.....2.5¢ per sq. ft.
- *Commercial Sewer2.5¢ per sq. ft.

Commercial taps are based on the square footage of the entire lot – not just the building footprint

Commercial Water Meter

• 1 Inch Meter.....	\$625
• 1.5 Inch Meter.....	\$1,380
• 2 Inch Meter.....	\$1,605
• 3 Inch Meter.....	\$3,605
• 4 Inch Meter.....	\$4,705
• 6 Inch Meter.....	\$7,080
• 8 Inch Meter.....	\$9,030
• Communication Endpoint.....	\$180

Temporary Meter

• Monthly Fee.....	\$100
• Meter Deposit	\$2,000

Other Fees

• Re-Inspection Fee (assessed after 2nd failed inspection)	\$50
• Additional Plan Review (assessed after two reviews for each subsequent review).....	\$250 per 10 sheets
• Additional Plan Review (assessed after plans approved).....	1 st review \$500 each additional review increase by \$250
• Investigation Fee (assessed for working without permit).....	1 st offense \$250 Each additional infraction \$1,000 per day
• Fire Investigation Fee (assessed for working without a permit).....	½ of the original permit fee
• After Hour Inspection.....	1 st hour \$300 each additional half hour \$150
• Fire After Hour Inspection.....	\$500
• Large Format Scanning (11” X 17” and above)	\$2 per sheet
• Temporary Trailer Permit.....	\$100

Notes: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of \$250.00 for the first offense and each additional infraction will increase to \$1,000.00. If a fire permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of ½ of the original permit fee. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Building Official that it is an emergency situation.

If the contractor's declared building permit valuations appear unreasonably low staff can use International Code Council's (ICC) most current valuation table to verify accuracy of declared value. If the declared building permits value is 10% less than the ICC's determined value then staff can use the ICC value instead or staff can request the contractor to provide the bid to verify the declared amount.

If building plans have been approved any additional plan sheets submitted after approval will require the Additional Plan Review fee of \$500.00 for the first review each additional review will increase by \$250.00 .

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is \$300.00 each additional half hour is \$150.00 each inspection is a one hour minimum. Fire after hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The after hour inspection rate is \$500 per fire inspection.

If an inspection fails and the re-inspection fee is applied that fee must be paid prior to receiving any further inspections.

**The fee for site work permits are included in the building permit if the plans are submitted with the building plans as on combined submission. If the plans are submitted separately the fees for the building permit and site work permits will be charged separately and in their full amounts.



Miscellaneous Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Plat (Land Study, Amending, Development, Minor, Preliminary, Final)

- Plat Review\$375
- Legal Review\$200
- Engineer Review.....\$200

Zoning/Comprehensive Plan Amendment (Special Use Permit, Variance, Rezoning, Planned Development District, Text Amendment), all items requiring Public Hearing(s).

- *Zoning Amendment.....\$1,000
 - Legal Review\$200
 - Engineer Review (if applicable).....\$200
- *Any change in original application requiring a new posting of a public hearing will be an additional \$1,000.

Development Agreements

- City Template
 - Review Fee.....\$100
 - Legal Review\$200
 - Engineer Review (if applicable).....\$200
- Custom Agreement Drafted by Applicant
 - Review Fee.....\$200
 - Legal Review\$750
 - Engineer Review (if applicable).....\$750

Encroachment Agreement

- Application Fee.....\$100
- Legal Review\$100

Special Exceptions (Signs)

- Special Exception Fee.....\$500
- Legal Review\$100

Special Called Planning and Zoning Commission Meeting (Expedited process at the applicant's request)

- Special Meeting\$1,000

Annexation Agreements

- Application Fee.....\$500
- Legal Review\$250
- Engineering/Mapping Fee\$250

Copy of City Maps

• Ledger (11 X 17)	\$2.50
• Arch C (18 X 24)	\$5.00
• Arch D (24 X 36).....	\$10.00
• Arch E (36 X 48)	\$15.00

*Custom map sizes are available and are priced based on their proximity to the preceding scale, plus \$1.00 per sheet.

- All original fees will cover two reviews of submitted information. Each review thereafter that will be 50% of the original fee.

City of Shenandoah

Development Application

A. GENERAL INFORMATION

1. Name of proposed development: _____

2. Name of owner: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

3. Name of registered professional land surveyor: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

4. Name of registered professional engineer: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

5. Does development require any zoning action?

6. Does development require an amendment to the Comprehensive Plan?

B. DEVELOPMENT SPECIFICATIONS:

1. General Location:

If Located in the ETJ will Annexation be Required:

2. Property Description:

a) Survey Name: _____ Abstract No.: _____

Total Acreage: _____ No. of Lots: _____ No.of Blocks: _____

3. Current Zoning Classification of Development Site:

4. Usage Classification of Proposed Development:

5. Current Infrastructure of Development Site:

a. Transportation:

Briefly describe the current infrastructure:

b. Drainage:

Briefly describe the current infrastructure:

c. Water:

Briefly describe the current infrastructure:

d. Wastewater:

Briefly describe the current infrastructure:

6. Proposed Improvements to Infrastructure of Development Site:

Briefly describe the proposed improvements to the infrastructure:

a. Transportation:

Briefly describe the proposed improvements to the infrastructure:

b. Drainage:

Briefly describe the proposed improvements to the infrastructure:

c. Water:

Briefly describe the proposed improvements to the infrastructure:

d. Wastewater:

Briefly describe the proposed improvements to the infrastructure:

7. Certification

This is to certify that the information concerning the proposed development is true and correct, that I am the actual owner or authorized agent for the owner of the above described property and that I have complied with all of the City of Shenandoah Code of Ordinances Requirements for submitting a preliminary plat for approval.

Signature of Owner/Agent

Date

CITY OF SHENANDOAH

DEVELOPMENT APPLICATION CHECKLIST

Name of Development: _____

Type of Plat: _____

Item #	Item Description	Check if submitted
1	Cover Letter on letterhead	
2	Development application	
3	Plat (PDF)	
4	Plat fee: \$775.00	
5	City planning letter with title opinion or proof of ownership dated within 30 days of submission and Metes & Bounds	
6	Tax certificate showing no taxes due (within last 30 days required at the time of filing plat)	
7	Drainage and landscaping plans for reference	
8	Corporations must supply a letter of good standing from the State.	

****NOTE ALL DOCUMENTS MUST BE SUBMITTED BY 5:00 P.M. ON DAYS IDENTIFIED ON THE CITY OF SHENANDOAH SUBMISSION AND MEETING CALENDAR .**

CITY OF SHENANDOAH

DEVELOPMENT CHECKLIST OUTLINE

I. PRE-DEVELOPMENT MEETING & PRE-DEVELOPMENT APPLICATION SUBMITTAL:

- A) Submit Pre-Development Application and related information:
 - 1) Submit cover letter, on letterhead, to the City briefly describing scope and intent of the development along with a site plan.
- B) A pre-development meeting will be set up with City staff and consultants, if deemed necessary. The pre-development meeting will be to discuss some of the following topics:
 - 1) Discussion of the location and planned usage of the property to be developed.
 - 2) If required, discussion of annexation procedures.
 - 3) Determination as to whether the usage of the property complies with the current zoning of the property, or whether the property requires zoning or zoning amendments.
 - 4) Review of water and wastewater requirements for the proposed development.

II. PLAT SUBMITTAL and RELATED MATERIALS:

- A) The subdivision plat shall be submitted to the Director of Community Development with the following requirements:
 - 1) The preliminary plat shall be drawn to a scale of 1"= 200', 1" = 100', 1" = 50', 1"=40', or 1"=20'.
 - 2) The existing features inside the platted area:
 - a) The existing boundary lines of the land to be subdivided, with the boundary lines drawn in heavy for easy identification.
 - b) The location of all existing water courses, railroads, easements, pipelines, wells and other similar drainage and transportation features.
 - c) The location of all existing streets, alleys, and easements, buildings and structures to be retained and to be removed.
 - 3) Existing features outside the subdivision:
 - a) The name and property lines of adjoining subdivisions with the respective plat or deed references.
 - b) The name and location of adjacent streets, alleys, easements, water courses, etc. within 100 feet of plat boundaries.

- c) All lines outside subdivision boundaries are to be dashed.
- 4) New features inside of subdivision:
 - a) The proposed name of the subdivision.
 - b) The area in square feet and acres of the subdivided parcels.
 - c) Location, width and names of proposed streets, right-of-ways, along with pavement widths.
 - d) Width and depth of all lots. If the lot lines are not parallel, the distance between them at the building set-back line and at the narrowest point should be given.
 - e) Location of building lines, alleys, and easements.
 - f) Location and approximate size of sites for schools, churches, parks and other special land uses and vegetative barriers where required.
 - g) Landscaping requirements will be shown to conform to the Shenandoah Code Landscape Ordinance applicability to new and existing developed areas.
- 5) The following will be placed on the face of the plat in addition to the requirements of Montgomery County, Texas.

KNOW ALL MEN BY THESE PRESENTS:

That I, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Shenandoah, Texas.

Signature and Seal of Registered Public Surveyor

I, THE UNDERSIGNED, Engineer for the City of Shenandoah, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

City Engineer, City of Shenandoah

This plat and subdivision has been submitted to and considered by the City Planning and Zoning Commission and the City Council of the City of Shenandoah, Texas, and is hereby approved by such Commission and Council.

This _____ day of _____, 20 ____.

By: _____

Mayor

ATTEST:

By: _____

Chairman, Planning and Zoning Commission

City Secretary

City Attorney

- 6) The following will be placed on the face of a minor plat in addition to the requirements of Montgomery County, Texas.

KNOW ALL MEN BY THESE PRESENTS:

I, THE UNDERSIGNED, City Attorney for the City of Shenandoah, Texas do hereby certify that this subdivision plat confoirms to all requirements of the subdivision regulations of the city as to which approval is required.

City Attorney

I, THE UNDERSIGNED, Director of Community Development for the City of Shenandoah, Texas do hereby certify that this subdivision plat confoirms to all requirements of the subdivision regulations of the city as to which approval is required.

Director of Community Development

ATTEST:

City Seretary

I, THE UNDERSIGNED, Engineer for the City of Shenandoah, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

City Engineer, City of Shenandoah

- 7) Key Map-A key map showing relation of subdivision to major streets in all directions to a distance of at least one mile.
- 8) Title -The date, scale, northpoint, subdivision title, along with appropriate legal descriptions such as survey name and abstract with the name of the owner and engineer or surveyor platting the tract.
- 9) Dedications and certificates -Such dedications and certificates as are applicable.
- 10) Special restrictions -Where restrictions of land use, other than those given in these regulations are to be imposed by the subdivider, such restrictions shall be placed on the final plat or on a separate instrument filed with the plat.
- 11) Offsite easements -Provide recorded offsite easements with final plat submittal.
- 12) Water, sewer, paving and drainage plans - Plans and specifications for water, sanitary sewer, storm sewer, paving and drainage prepared by a registered professional engineer must be submitted with the preliminary plat.
- 13) Tax receipt - submit a receipt or tax certificate showing that all taxes have been paid.
- 14) Title letter or certificate from a title guarantee company or from an attorney duly licensed to practice law in Texas certifying to at least the following concerning title to the land:
 - a) A statement of records examined and date examined (within last 60 days).
 - b) Description of property by metes and bounds.
 - c) Name of fee owner as of date of examination along with date, file number, volume, and page of the recording of the deed involved
 - d) The name of any lien holder together with a date of filing, volume, and page of lien.
 - e) A general description of any easement and fee strips granted along with the file number, date of filing, volume and page or County Clerk's file number of such recording information.

LANDOWNER ANNEXATION PETITION

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF SHENANDOAH, TEXAS, A GENERAL LAW MUNICIPALITY:

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, hereby petitions your Honorable Body to extend the present City limits so as to include as part of the City of Shenandoah, Texas (Local government Code Section 43.028) as the following territory, to wit:

Property Description

(Metes and Bounds and Site Map)

Attached as Exhibit "A"

The undersigned certifies that the above described land is contiguous and adjacent to the City of Shenandoah, is not more than one-half (1/2) mile in width, is vacant and without residents and on which fewer than three qualified voters reside. The undersigned hereby waives any and all requirements for public hearing(s) as may be prescribed by law.

By: _____ By: _____

STATE OF TEXAS (

(

COUNTY OF MONTGOMERY (

Before me, the undersigned authority, on this day personally appeared _____, and known to me to be _____ and whose name is subscribed to the foregoing instrument in that capacity and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public, State of Texas

My Commission Expires: _____

Waiver of Action

I, _____, am waiving my thirty (30) day right of action by the City of Shenandoah City Council for the plat I am submitting to City Council.

I have also included in my submission a statement of reason(s) why I am waiving my right of action by the City of Shenandoah City Council.

According to Local Government Code Section 212.009. Approval Procedure. The municipal authority responsible for approving plats shall act on a plat within 30 days after the date the plat is filed. A plat is considered approved by the municipal authority unless it is disapproved within that period.

Project Name

Project Address

Signature of Owner

Date