



Planning & Development Process Checklist

All applications must be submitted in digital and hard copy format with a completed Master Application form, application checklist, and documents listed in the appropriate checklist. All applications must be complete and submitted by 12 PM on designated intake days. **ALL ELECTRONIC SUBMISSIONS AND COMMUNICATION RELATED TO APPLICATIONS MUST BE SENT TO PLANNING@LIBERTYHILLTX.GOV FOR ACCEPTANCE.** Application and intake schedules can be found on the City's website at: <https://www.libertyhilltx.gov/155/Planning-Development-Department>. Not all the following steps will be required for all projects.

1. Pre-Development

Pre-Development Meetings are required for most projects and are for the purpose of discussing a proposed project in general terms. The meeting consists of the applicant and agent, City review staff to include the Planning and Development Department, Building Official, City engineers, Public Works, County Fire Marshall, and any other parties considered essential to the project. This meeting does not constitute City review for the purposes of approval or permit issuance. The applicant must complete the Master Application, Pre-Development Meeting Application, and submit applicable documents and fees to the Planning and Development office.

2. Voluntary Annexation

The applicant may choose to voluntarily annex the project property provided the parcels are contiguous to property currently in the City limits or with a dedication of property to the City. Annexation is not required for development.

- a. **Application Submission:** The applicant must complete the Request for Voluntary Annexation application and submit the documents and fees to the Planning and Development office. The application will be heard by the City Council. If the City Council approves the request, they will instruct staff to create a service plan and the application will go back in front of the Council for a final annexation determination.
- b. **Public Hearing Notification is Published and Posted:** The Planning and Development Department prepares and posts the required notification for the City Council meeting to the approved media sources. The hearing is conducted and the final determination for annexation is made.

3. Zoning

- a. **Zoning Determination:** Determines which zoning classification is required for the proposed project.

- b. **Application Submission:** If re-zoning is requested, the applicant must complete the Master Application, Zoning Application, and submit applicable documents and fees in accordance with the City's submittal schedule located on the City's website.
 - c. **Public Hearing Notification is Published, Posted, and Mailed:** The Planning and Development Department prepares and posts the required notification for the Planning and Zoning Commission and City Council meetings to the approved media sources and to all property owners within 200 feet of property.
 - d. **Planning and Zoning Commission Review and Recommendation:** The zoning request is scheduled for a Public Hearing and review by the Planning and Zoning Commission for a recommendation to city Council on the approval or disapproval of the request. If approval by the Planning and Zoning Commission is recommended, the request is forwarded to City Council for consideration. If disapproval by the Planning and Zoning Commission is recommended, the request is forwarded to City Council for consideration and a supermajority vote is required for approval.
 - e. **City Council Public Hearing:** The request is scheduled for a City Council public hearing for final consideration. If the zoning is disapproved by the City Council, the request is terminated. The applicant may resubmit the request no sooner than 12 months from disapproval date.
 - f. **Ordinance Becomes Effective:** The applicant or the agent is provided the Council determination and forwarded the zoning ordinance if the re-zoning was approved.
4. **Utility Evaluation**
- a. **Application Submission:** If Utility Evaluation is required, the applicant must complete the Master Application, Utility Evaluation Application, and submit applicable documents and fees to the Planning and Development Department.
 - b. **Review and Completion:** Utility Evaluations are reviewed for completeness and forwarded to the City Engineer for review and verification of water or wastewater system capacity availability. Once complete, the application will be forwarded to the applicant for review and payment of the impact fees assessed for the project. The review period for Utility Evaluations is 45 days at a minimum. The Utility Evaluations expire 90 days after the date the evaluation was signed.
5. **Platting**
- a. **Application Submittal:** The applicant must complete the Master Application, applicable Plat Application, and submit the required documents and fees to the Planning and Development Department. All applications are to be submitted separately to the Williamson County Fire Marshall's office at www.lhfdpermits.com for review and approval prior to final City approval.

- b. Completeness Review:** Within 5 days of receiving the application, staff will perform a completeness review on the submitted application packet ensuring it is complete. A completeness review memo will be sent to the applicant's agent should additional items be needed to start the review process.
- c. Staff Review:** Once the application is considered complete, review staff will review the application documents for compliance with local ordinances and applicable regulations. Any required corrections will be sent to the Planning and Development Department for consolidation and distribution to the applicant's agent. The review team has 14 days to review the applications for compliance.
- d. Resubmittals:** The applicant shall make the requested corrections and forward the resubmittal packet to Planning and Development Department for redistribution to the review team. The staff review and resubmittal process will continue until all corrections have been made and the plat has validated.
- e. Final Approvals:** Once the proposed plat has validated the Planning and Development Department will place the administratively approved plat on the Planning and Zoning Commission agenda for a recommendation to city Council on the final approval or disapproval of the proposed plat.
- f. Recordation:** The plat is eligible for recordation after the plat has been approved by City Council. The applicant's agent will forward the final signed plat to the Planning and Development Department for City staff signatures and recordation.

The following are the plat application types and review periods. Review days vary based on the number of comments and resubmittals for a project.

- **Amending Plat:** 30-60 Days - Planning and Zoning Commission recommendation and Council Approval
- **Preliminary Plat:** 30-60 Days - Planning and Zoning Commission recommendation and Council Approval. This plat type is not recorded.
- **Final Plat:** 30-60 Days - Planning and Zoning Commission recommendation and Council Approval
- **Re-Plat:** 30-60 Days - Planning and Zoning Commission recommendation and Council Approval
- **Administrative or Minor Plat:** 30-60 Days - Approval by Director of Planning

6. Subdivision Construction Plans

- a. Application Submittal:** The applicant must complete the Master Application, Subdivision Construction Plan Application, and submit the required documents and fees to the Planning and Development Department. All applications are to be submitted separately

to the Williamson County Fire Marshall's office at www.lhfdpermits.com for review and approval prior to final City approval.

- b. Completeness Review:** Within 5 days of receiving the application, staff will perform a completeness review on the submitted application packet ensuring it is complete. A completeness review memo will be sent to the applicant's agent should additional items be needed to start the review process.
 - c. Staff Review:** Once the application is considered complete, review staff will review the application documents for compliance with local ordinances and applicable regulations. Any required corrections will be sent to the Planning and Development Department for consolidation and distribution to the applicant's agent. The review team has 14 days to review the applications for compliance.
 - d. Resubmittals:** The applicant shall make the requested corrections and forward the resubmittal packet to Planning and Development Department for redistribution to the review team. The staff review and resubmittal process will continue until all corrections have been made and the application has validated.
 - e. Final Approvals:** Once the application has validated the applicant may forward the plan cover sheet to the Planning and Development Department for signature processing.
7. Site Development and Stormwater Permit
- a. Application Submittal:** The applicant must complete the Master Application, Site Development and Stormwater Permit Application, and submit the required documents and fees to the Planning and Development Department. Projects solely within the City's ETJ will only receive a review of the Stormwater portion of the application and any utility connections to the City's utilities. The applicant should reach out to Williamson County for the site plan requirements for projects in the ETJ. All applications are to be submitted separately to the Williamson County Fire Marshall's office at www.lhfdpermits.com for review and approval prior to final City approval.
 - b. Completeness Review:** Within 5 days of receiving the application, staff will perform a completeness review on the submitted application packet ensuring it is complete. A completeness review memo will be sent to the applicant's agent should additional items be needed to start the review process.
 - c. Staff Review:** Once the application is considered complete, review staff will review the application documents for compliance with local ordinances and applicable regulations. Any required corrections will be sent to the Planning and Development Department for consolidation and distribution to the applicant's agent. The review team has 14 days to review the applications for compliance.

- d. Resubmittals:** The applicant shall make the requested corrections and forward the resubmittal packet to Planning and Development Department for redistribution to the review team. The staff review and resubmittal process will continue until all corrections have been made and the application has validated.

- e. Final Approvals:** Once the application has validated the Planning and Development Department will place the administratively approved plan on the City Council agenda for final consideration. Once the application has been approved by City Council, the applicant may forward the plan cover sheet to the Planning and Development Department for signature processing.

8. Building Permits

Visit www.mygovernmentonline.org to apply for building permits.

9. Building Inspections

Visit www.mygovernmentonline.org to request building inspections.

10. Closeout

Once the final certificate of occupancy has been given for the project, it is considered complete and closed.