



Development Handbook  
*As of July 2008*

**These regulations are subject to change by City Council at any time. This document is only a general summary of the City's development regulations, whereas all specifics and details regarding the codes and ordinances can be found at the City's Planning and Engineering Department—(832)595-3500.**

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**City of Rosenberg  
Planning and Engineering Department  
Development Process**

**Planning and Engineering:  
(832)595-3500**

**I. Purpose**

To establish the procedures and requirements for the submittal, review, and action by City staff, Planning and Zoning Commission, City Council of the subdivision and development of Land in the City of Rosenberg (the City) and extraterritorial Jurisdiction (ETJ).

**II. Scope**

These procedures shall be followed by all applicants involved in submittal of land plans and subdivision plats.

### **III. Land Plans and Plats**

#### **A. Meetings**

The Planning and Zoning Commission (P&Z) meets at 6:00 pm the Fourth Wednesday of the Month. The City Council (Council) holds its regular meetings the First and Third Tuesday of the month.

#### **B. Submittal Dates and Review Schedule**

##### **1. Initial Submittal**

- a) The Initial Submittal for Preliminary and Final Plats (Plats) and Land Plans will be due twenty six (26) days prior to the month's P&Z meeting.
- b) Staff will review the application packets for completeness and compliance with all applicable codes and ordinances.
- c) Staff will provide written comments to address incomplete elements or code and ordinance deficiencies of the application packet no more than five (5) days following the initial submittal.
- d) Initial Submittals will be placed on the preliminary P&Z agenda.

##### **2. Revised Submittals**

- a) The Revised Submittal for Plats and Land Plans will be due nine (9) days prior to the month's P&Z meeting.
- b) Staff will review the Revised Submittals to ensure they have adequately addressed and satisfied staff's comments.
  - Preliminary Plats with major deficiencies will be involuntarily deferred.

- Final Plats with major deficiencies will be given an opportunity to be voluntarily deferred; deficient Final Plats not voluntarily deferred will be recommended to P&Z for disapproval.
- Staff will provide written notification of its review and recommendation seven (7) days prior to the P&Z meeting
- Plats and Land Plans having adequately addressed staff's comments or with minor deficiencies will be placed on the final P&Z agenda for action with staff's recommendation to P&Z.

#### **IV. Submittal and Graphic Requirements**

##### **C. Land Plan**

###### **1. Submittal Requirements**

- a) Pre-development meeting are recommended prior to submittal of all general land plans
- b) Completed Application and Fees
- c) Two (2) copies of prints of the proposed subdivision 24" x 36"
- d) Twelve (12) of prints of the proposed subdivision 11" x 17"
- e) Traffic Impact Analysis if required

###### **2. Graphic Requirements**

- a) A scale of one (1) inch = two hundred (200) feet or one (1) inch = four hundred (400) feet.
- b) A title block within the lower right corner of the land plan.

- c) A vicinity or location map that delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, water courses and ditches. The vicinity map shall be located in the upper right corner of the drawing or map.
- d) Proposed name of the development.
- e) The name and address of the subdivider and the land planner, engineer, or surveyor responsible for the design or survey.
- f) A graphic scale indicating the scale at which the drawing is prepared.
- g) Date of the drawing.
- h) The legal description of the tract according to the abstract and survey records of the county.
- i) North clearly indicated to the top or left of the plan.
- j) The perimeter of the boundary drawn in a bold solid line.
- k) The names of adjacent additions or subdivisions with respective recording information and/or owners of adjoining parcels of unplatted land with respective recording information.
- l) The existing zoning on adjoining land, where applicable.
- m) The location, width and names of all existing or platted streets or other public rights-of-way within and/or adjacent to the tract.
- n) Existing permanent buildings.
- o) Railroad rights-of-way.
- p) Topography with contours at five-foot intervals.
- q) Existing drainage channels or creeks and other important natural features.
- r) Existing pipelines, fee strips and easements.
- s) Adjacent political subdivisions and corporate limits.

- t) Applicable district boundaries.
- u) The proposed layout and width of proposed thoroughfares, collector streets and minor streets.
- v) Designation of tracts as lots or reserves in accordance with anticipated usage.
- w) A table indicating the number of typical lot sizes and the percentages of each by phase or sections and total development.
- x) The city shall be provided with an electronic file of the land plan in the format(s) designated by the city.

3. Revised Submittal

- a) Seven (7) copies of prints of the proposed subdivision 24" x 36"
- b) Eleven (11) copies of prints of the proposed subdivision 11" x 17"

**D. Preliminary Plat**

1. Initial Submittal Requirements

- a) Completed Application and Fees
- b) Two (2) copies of prints of the proposed subdivision 24" x 36"
- c) Twelve (12) of prints of the proposed subdivision 11" x 17"
- d) The preliminary plat shall show all designated land uses, lots or reserves, on the face of the plat in accordance with the approved land plan and all approved comprehensive, water, sewer, and thoroughfare plans
- e) The preliminary plat shall be prepared by a licensed professional engineer or a licensed professional land surveyor.

- f) The preliminary plat shall include preliminary plans for the following:
- Water distribution system;
  - Sewerage collection system
  - On-site and off-site drainage system.
- g) The administrative officer shall be furnished with copies of letters from the officers and individuals named herein verifying contact and specifying that review has occurred and the activity as herein specified has been successfully completed
- All applicable utility companies including gas, electrical and telephone, stating that these companies have knowledge of the proposed subdivision and are currently negotiating the necessary service easements and acknowledging receipt of the preliminary plat for the purpose of establishing easements.
  - Any other applicable district or entity with jurisdiction in the area verifying adequate capacities and applicable fees

2. Revised Submittal

- a) Seven (7) copies of prints of the proposed subdivision 24" x 36"
- b) Eleven (11) copies of prints of the proposed subdivision 11" x 17"

3. Graphic Requirements

- a) The preliminary plat shall be drawn to a minimum scale of one hundred (100) feet to the inch. In cases of large developments which would exceed the dimensions of the sheet of one hundred (100) feet to the inch scale, preliminary plats may be two hundred (200) feet to the

inch or a scale approved by the administrative officer. A graphic scale shall be shown on the plat.

- b) A vicinity or location map that delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, water courses and ditches. The vicinity map shall be located in the upper right corner of the drawing.
- c) The boundary lines, abstract lines, survey lines, corporate boundaries, district boundaries, existing or proposed highways, and streets.
- d) The name and location of all adjoining subdivisions or property owners shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, easements and alleys and other features that may influence the layout of development of the proposed subdivision. Adjacent unplatted land shall accurately delineate property lines and owners of record.
- e) The location and widths of all streets, alleys, railroads and easements existing or proposed within the subdivision limits, and the manner in which such streets, alleys and easements may eventually connect with those of the nearest existing subdivision.
- f) Proposed street names are suggested but not required. Street names are required at the time the final plat is approved.
- g) The location of all existing property lines, existing lot and block numbers and date recorded; existing buildings; existing drainage

facilities, utilities, and pipelines showing pipe sizes and capacities of sewer or water mains, gas mains, or other underground structures, whether public or private, easements of record; or other existing features within the area proposed for subdivision. When appropriate, a separate submittal for utilities may be allowed by the administrative officer.

- h) Proposed arrangement of lots (including lot and block numbers in accordance with a systematic, consecutive numbering arrangement) and proposed use of same and their relationship to streets, alleys and easements in adjacent subdivisions. Any nonresidential reserves shall also be shown.
- i) The title under which the proposed subdivision is to be recorded; the name of the city, county, and state in which the subdivision is located; the name and complete address of the owner; and the name and complete address of the land planner, engineer, or registered professional land surveyor preparing the drawing shall be located in the lower right corner. The subdivision name shall not be duplicated, but phasing identification is allowed. The administrative officer shall determine if the proposed subdivision identification will be in conflict with existing plats. The description of the property shall include the approximate acreage.
- j) Sites, if any, to be reserved or dedicated for parks, playgrounds, schools, or other public use.

- k) North arrow, date, scale, and other pertinent data oriented to the top of the sheet.
- l) All physical features of the property to be subdivided including location and size of all natural and artificial water courses, ditches, ravines, culverts, and bridges; one hundred (100) year flood plain according to Federal Emergency Management Agency information; the outline of major wooded areas or the location, species and sizes of major specimen trees of thirty (30) inches or greater in diameter; and other structures or features pertinent to subdivision.
- m) All preliminary plats shall be submitted in legible format on a good grade blue line or black line paper.
- n) Location(s) of any existing structures to be retained shall be shown on the plat.
- o) A copy of the proposed subdivision restrictions and/or covenants that are anticipated to be filed for record and will constitute encumbrances on the subject property shall be provided, if available.

## **E. Final Plat**

- 1. Initial Submittal
  - a) Completed Application and Fees
  - b) Two (2) copies of prints of the proposed subdivision 24" x 36"
  - c) Twelve (12) of prints of the proposed subdivision 11" x 17"

- d) The preliminary plat shall show all designated land uses, lots or reserves, on the face of the plat in accordance with the approved land plan and all approved comprehensive, water, sewer, and thoroughfare plans
- e) The preliminary plat shall be prepared by a licensed professional engineer or a licensed professional land surveyor.
- f) Transmittal letter
- g) Tax certificates, in a form acceptable to the county clerk for plat recordation
- h) Title commitment of specific tract of land
- i) Engineering construction plans.
- j) All public utility easements shall be included as required for utility companies by the city.
- k) The final plat (and any replats) shall be prepared by a registered professional land surveyor.

2. Revised Submittal

- a) Seven (7) copies of prints of the proposed subdivision 24" x 36"
- b) Eleven (11) copies of prints of the proposed subdivision 11" x 17"

3. Graphic Requirements

- a) All final plats shall be submitted on sheets no larger than twenty-four (24) inches by thirty-six (36) inches and to a scale not greater than one hundred (100) feet to the inch.

- b) The exterior boundary of the subdivision shall be indicated by a distinct bold line and corner marked by individual symbols.
- c) The length and bearing of all straight lines, and the radii, arc lengths, chord length, tangent length and central angles of all curves shall be indicated along the lines of each lot or in a curve or line table. The curve data pertaining to block or lot boundaries may be placed in a curve table showing curve number, radius, delta, arc length, chord length, and chord bearing.
- d) The names and recording information of all adjoining subdivisions, all abutting lots, lot and block numbers and other recorded information.
- e) Course and distance.
- f) The names, accurate location and widths of all adjacent streets, watercourses, railroads, alleys, easements, city and utility district boundaries.
- g) Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion.
- h) The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be applicant's responsibility to coordinate with appropriate utility companies for placement of utility easements.

- i) In all subdivisions and additions, sufficient permanent monuments shall be established at points to represent or reference boundary corners, angle points, and points of curvature or tangency along all street rights-of-way in the subdivision. Survey monuments shall be an iron rod or pipe not less than five-eighth ( $5/8$ ) inches in diameter and thirty-six (36) inches long. Monuments shall be set flush with the top of the ground or curb. Each monument set by the surveyor shall include a cap with the surveyor's identification attached to it.
- j) The final plat shall show a title block in the lower right corner of the sheet. The name of the subdivision, the name, address, and telephone numbers of the subdivider and engineer or surveyor, the scale and location of the subdivision, and reference to original land grant or survey and abstract numbers shall be indicated. If more than one (1) page is required for the plat, the title block may be reduced in size on the subsequent sheets. The vicinity map is required on only one (1) sheet.
- k) An owner's dedication block or acknowledgment shall be attached to and be a part of the final subdivision plat and shall contain a minimum of information as required by the city. Examples of the information required on the final plat which would meet the above requirements shall be provided by the city. A statement signed by the owner and acknowledged before a notary public as to the authenticity of the signatures.

- l) Lien holder's certification and notarization.
- m) A signed registered professional land surveyor's certificate.
- n) Plat approval block for the signature of the mayor or person designated by city council and a place for the city secretary to attest such signature. A plat approval block shall also be provided for the signatures of the chairman and secretary of the commission.
- o) Any proposed reserve uses and the property dimensions shall be shown on the plat. The use of the reserve shall be specific if required by the city council.
- p) Any special restrictions shall be noted on the plat or referenced accordingly or in the general notes.
- q) General notes shall be included on the final plat as specified by the city. These notes shall appear on the same page with the layout of the subdivision and shall include, but are not limited to the following:
  - Standard abbreviations;
  - Finished floor elevations;
  - Reference to U.S.C. & G.S. benchmark and description and temporary benchmark within five hundred (500) feet of the subdivision;
  - Elevation data;
  - Flood zone information;
  - District boundaries;
  - Zoning district, if applicable;

- Location of aerial easements; and
  - Building permit note (if applicable).
- r) Additional requirements. The final plat shall comply with the following additional requirements:
- The subdivision plat boundaries shall be tied to existing monuments with coordinates using Texas State Plane Coordinate System, South Central Zone.
  - The city shall be provided with an electronic file of the final plat in the format(s) designated by the city.
  - A copy of the proposed subdivision restrictions and/or covenants that are anticipated to be filed for record and will constitute encumbrances on the subject property shall be provided.
4. City Council Submittal (Final Plats Recommended for Approval)
- a) 11 – 24 x 36 Copies of the Plat (Folded into 8 ½” x 12”)
  - b) 10 – 11 x 17 Copies of the Plat (Folded into 8 ½” x 11”)
  - c) Two (2) Sets of Mylars (signed and sealed)
  - d) Plat recordation fee (Not applicable in ETJ)
  - e) Parkland Dedication fees, if applicable
  - f) Resolution of any contingency items recommended by the commission;
  - g) Current title report for the specific tract;

- h) (7) Performance bonds, letter of credit for the cost of the public improvements, or assurance of completion of the public improvements.

**F. Approval Procedures**

1. Revised Submittals of Land Plans and Plants having addressed all comments and deficiencies (or with minor deficiencies) will be placed on the Final P&Z agenda.
2. Staff will make a recommendation to the commission on the appropriate action to take.
3. P&Z will consider land plans and plats with staff written recommendation and recommend one (1) of the following actions:
  - a) Recommend approval;
  - b) Recommend approval contingent upon corrections or changes to be made to the plat; or
  - c) Recommend Disapproval
4. Effects of Approval
  - a) Preliminary Plats recommend for approval must be resubmitted within one hundred eight (180) days to P&Z as Final Plats
  - b) Final Plats must be taken to Council for final approval and recorded with Fort Bend County within one (1) year of recommended approval

- c) Lands Plans recommended for approval shall be valid for a period of eighteen (18) months

## **G. Recordation**

1. Final Plats recommended for approval will be taken to Council
2. Council Submittal Requirements
  - a) 11 – 24 x 36 Copies of the Plat (Folded into 8 ½” x 12”) and 10 – 11 x 17 Copies of the Plat (Folded into 8 ½” x 11”)
  - b) 2—Sets of Mylars (signed and sealed)
  - c) Plat recordation fee (\$100 per original page of Plat; payable to “Fort Bend County Clerk”; per Fort Bend County, the signer of the check must provide Drivers License Number) (Not applicable in ETJ)
  - d) Parkland Dedication fees, if applicable
  - e) Resolution of any contingency items recommended by the commission;
  - f) Current title report for the specific tract;
  - g) Performance bonds, letter of credit for the cost of the public improvements, or assurance of completion of the public improvements.
3. If a Final Plat was approved with conditions, Staff will review the Council Submission to ensure these conditions have been met.

4. Staff will prepare a summary of the Final Plat's history for council providing its final recommendation and P&Z's recommendation
5. Council will consider land plans and plats with staff written recommendation and recommend one (1) of the following actions:
  - a) Approve
  - b) Disapprove
6. Final Plats receiving Council Approval will be taken by staff for recordation to Fort Bend County
  - a) Final Plats within the City of Rosenberg will be taken to Vital Records and once recorded will have one (1) mylar filed with the City and one (1) mylar will be available for pickup by the applicant after recordation
  - b) Final Plats within the ETJ will be taken to Fort Bend County Engineering and will be returned to the City after recordation; one (1) mylar will be filed with the City and one (1) mylar will be available for pickup by the applicant; the return time of Final Plats to the City by Fort Bend County Engineering varies

Planning and Zoning Commission Deadlines

Initial Submittal	Revised Submittal from Applicant	P & Z Meeting
Dec 28, 2007	Jan 14	Jan 23
Feb 01	Feb 18	Feb 27
Feb 29	Mar 17	Mar 26
Mar 28	Apr 14	Apr 23
May 02	May 19	May 28
May 30	Jun 16	Jun 25
Jun 29	Jul 14	Jul 23
Aug 01	Aug 18	Aug 27
Aug 29	Sep 15	Sep 24
Oct 03	Oct 20	Oct 29
<i>Oct 29</i>	<i>Nov 14</i>	<i>Nov 24</i>
<i>Nov 26</i>	<i>Dec 12</i>	<i>Dec 22</i>

**Notes**

1. A submittal is required each month on the "Initial Submittal" deadline, regardless of whether or not staff has previously reviewed the plat.
2. If required documents are not submitted on time, plats will not be placed on the agenda for that particular month.
3. P&Z Deadlines are at 5:00 p.m., City Council Deadlines are Thursdays at 4:30 p.m, unless otherwise noted. Dates in *italics* signify deadlines that do not fall on the regularly scheduled Wednesday for P&Z or the regularly scheduled Thursday for City Council.
4. Schedule is subject to change. Please contact the Planning Department to verify deadline dates and times.

City Council Deadlines

City Council Submittal	City M
Dec 21, 2007	J
Jan 03	J
Jan 24	F
Feb 07	F
Feb 21	M
Mar 06	M
Mar 20	A
Apr 03	A
Apr 24	M
May 08	M
May 22	J
Jun 05	J
Jun 21	J
Jul 03	J
Jul 24	A
Aug 07	A
Aug 21	S
Sep 04	S
Sep 25	C
Oct 09	C
Oct 23	N
Nov 06	N
Nov 20	D
Dec 04	D

# Exhibit A

## CERTIFICATIONS AND SIGNATURES

### OWNER'S DEDICATION BLOCK

#### EXAMPLE FORM

STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF ROSENBERG

I (or we), {name(s) of owner(s) if individual(s)} or (name of president and secretary or authorized trust officer of a company or corporation) being officers of (name of company or corporation), owner (or owners) of the (number of acres) tract described in the above and foregoing map of (name of subdivision or development), do hereby make and establish said subdivision and development plat of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself (or ourselves), my (or our) heirs and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, I (or we) do hereby dedicate for public utility purposes an unobstructed aerial easement five (5) feet in width from a plane twenty (20) feet above the ground level upward, located adjacent to all public utility easements shown hereon.

FURTHER, I (or we) do hereby declare that all parcels of land designated as lots on this plat are intended for the construction of single family residential dwelling units thereon (or the placement of mobile homes) and shall be restricted for same under the terms and conditions of such restrictions filed separately.

FURTHER, I (or we) do hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to prevent the drainage of any septic tanks into any public or private street, road or alley or any drainage ditch, either directly or indirectly.

ADDITIONAL PARAGRAPHS TO BE ADDED AS NEEDED:

(When streets within the plat are to be developed with open ditches).

FURTHER, I (or we) do hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to provide that drainage structures under driveways shall have a net drainage opening area of sufficient size to permit the free flow of water without backwater and in no instance have a drainage opening of less than one and three quarters (1 3/4) square feet (24" diameter).

(When subdivision contains natural drainage ways such as bayous, creeks, gullies, ravines, draws or drainage ditches).

FURTHER, I (or we) do hereby dedicate to the public a strip of land twenty (20) feet wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws and drainage ditches located in said subdivision, as easements for drainage purposes. Fort Bend County or any other governmental agency shall have the right to enter upon said easement at any and all times for the purposes of construction and maintenance of drainage facilities and structures.

FURTHER, I (or we) do hereby covenant and agree that all of the property within the boundaries of this subdivision and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, excessive vegetation and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

(When the plat indicates building setback lines and public utility easements are to be established in adjacent acreage owned by the subdivider).

FURTHER, I (or we) do hereby certify that I am (or we are) the owner(s) of all property immediately adjacent to the boundaries of the above and foregoing subdivision of (Name of subdivision) where building setback lines or public utility easements are to be established outside the boundaries of the above and foregoing subdivision and do hereby make and establish all building setback lines and dedicate to the use of the public, all public utility easements shown in said adjacent acreage.

FURTHER, I (or we) do hereby acknowledge the receipt of the "Orders for Regulation of Outdoor Lighting in the Unincorporated Areas of Fort Bend County, Texas", and do hereby covenant and agree and shall comply with this order as adopted by Fort Bend County Commissioners Court on March 23, 2004.

**OWNER'S ACKNOWLEDGMENT**

**EXAMPLE FORM**

(When owner is an individual or individuals)

WITNESS my (or our) hand in the City of \_\_\_\_\_, Texas, this (number) day of (month), (year).

(signature of owner or owners) \_\_\_\_\_  
(name(s) to be printed)

(When owner is a company or corporation)

IN TESTIMONY WHEREOF, the (name of company) has caused these presents to be signed by (name of president or vice-president), its (president or vice-president), hereunto authorized, attested by its Secretary (or authorized trust officer), (name of secretary or authorized trust officer), and its common seal hereunto affixed this (number) day of (month), (year).

\_\_\_\_\_  
(Name of company)

By:  
(signature of president or vice president) \_\_\_\_\_  
(name to be printed)

Attest:

(signature of secretary or authorized trust officer) \_\_\_\_\_  
Title

(affix corporate seal)

Note: All owners' signatures shall be acknowledged by a Notary Public

**LIENHOLDER'S ACKNOWLEDGMENT AND SUBORDINATION STATEMENT**

Note: Holders of all liens against the property being platted must be a part of the final plat or prepare separate instruments which shall be filed for record with the plat.

**EXAMPLE FORM**

I, (or we), (name of mortgagee or names of mortgagees), owner and holder (or owners and holders) of a lien (or liens) against the property described in the plat known as (name of plat), against the property described instrument of record in Volume \_\_\_\_\_, Page \_\_, of the Official Records (or Deed of Trust Records) of Fort Bend County, Texas, do hereby in all things subordinate to said plat said lien(s) and I (or we) hereby in all things subordinate to said plat said lien(s) and I (or we) hereby confirm that I am (or we are) the present owner (or owners) of said lien(s) and have not assigned the same nor any part thereof.

\_\_\_\_\_  
(signature of lien holder)

By: (name to be printed)

Note: All lien holder signatures shall be acknowledged by a Notary Public.

**NOTARY PUBLIC ACKNOWLEDGMENT FOR ALL SIGNATURES**

STATE OF TEXAS

COUNTY OF FORT BEND

BEFORE ME, the undersigned authority, on this day personally appeared (names of persons signing the plat, owners, corporation officers and lien holder), (corporation titles if appropriate), known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purposes and considerations therein expressed (add for corporations "and in the capacity therein and herein set out, and as the act and deed of said corporation. ")

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS (number) day of (month), (year).

\_\_\_\_\_  
(signature of notary public)

Notary Public in and for  
(name of County) County, Texas

(affix Notary Seal)

**SURVEYOR’S CERTIFICATE**

I, \_\_\_\_\_, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and correct, was prepared from an actual survey of the property made under my supervision on the ground and that all boundary corners, angles points of curvature and other points of reference have been marked with iron (or other suitable permanent ferrous metal) pipes and a length of not less than three (3) feet.

\_\_\_\_\_  
(signature of surveyor)  
(Print name)

Texas Registration No. \_\_\_\_\_

(Affix Seal)

**PLANNING AND ZONING COMMISSION APPROVAL**

This is to certify that the Planning and Zoning Commission of the City of Rosenberg, Texas has approved this plat and subdivision of \_\_\_\_\_ in conformance with the laws of the State of Texas and the ordinances of the City of Rosenberg as shown hereon and authorizes the recording of this plat this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Regina Morales, Chairman

\_\_\_\_\_  
Joe Grillo Jr., Secretary

**CITY COUNCIL APPROVAL**

This is to certify that the City Council of the City of Rosenberg, Texas has approved this plat and subdivision of \_\_\_\_\_ in conformance with the laws of the State of Texas and the ordinances of the City of Rosenberg as shown hereon and authorizes the recording of this plat this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Joe M. Gurecky, Mayor

\_\_\_\_\_  
Linda Cernosek, City Secretary

**COUNTY CLERK'S FILING ACKNOWLEDGMENT STATEMENT**

I, \_\_\_\_\_, County Clerk in and for Fort Bend County, hereby certify that the foregoing instrument with its certificate of Authentication was filed for recordation in my office on, \_\_\_\_\_ at \_\_\_\_ o'clock \_\_.m. In plat number \_\_\_\_\_ of the plat records of Fort Bend County, Texas.

Witness my hand and seal of office, at Richmond, Texas. The day and date last above written.

\_\_\_\_\_  
County Clerk Fort Bend County, Texas

By: \_\_\_\_\_  
Deputy



# Exhibit B

## STANDARD NOTES FOR PLATS IN THE ETJ AND CITY LIMITS OF ROSENBERG

as of June 1, 2007

### NOTES:

- 1.) B.L. INDICATES BUILDING LINE; U.E. INDICATES UTILITY EASEMENT; STM. S.E. INDICATES STORM SEWER EASEMENT; W.L.E. INDICATES WATER LINE EASEMENT; S.S.E. INDICATES SANITARY SEWER EASEMENT; H.L. & P.E. INDICATES HOUSTON LIGHTING AND POWER EASEMENT; D.E. INDICATES DRAINAGE EASEMENT; P.L. INDICATES PROPERTY LINE.
- 2.) BENCHMARK: (EXAMPLE: A BRASS DISK STAMPED K-1219, SET IN A CONCRETE HEADWALL LOCATED IN FORT BEND COUNTY, 0.15 MILE SOUTH OF THE INTERSECTION OF STATE HIGHWAY 36 AND MEYER ROAD, SET IN THE TOP OF A CONCRETE HEADWALL AND 1.7 FEET SOUTH OF THE NORTH END OF THE EAST CONCRETE HEADWALL OF A CULVERT, 24 FEET EAST OF THE CENTERLINE OF STATE HIGHWAY 36, AND LEVEL WITH THE HIGHWAY'S SURFACE). NAVD-88 ELEV. = 91.69 FEET
- 3.) PROJECT BENCHMARK EXAMPLE: BRASS DISC SET NEITHER IN CONCRETE 20 FEET NOR OF SOUTHEAST CORNER OF RESERVE A. X = \_\_\_\_\_  
Y = \_\_\_\_\_ ELEV = \_\_\_\_\_ (NAVD 88)
- 4.) ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED UPON U.S.C. & G.S. DATUM, NVD-88 (1991 ADJ.)
- 5.) THIS PLAT WAS PREPARED TO MEET CITY OF ROSENBERG AND FORT BEND COUNTY REQUIREMENTS.
- 6.) THIS PLAT WAS PREPARED FROM INFORMATION FURNISHED BY (NAME OF TITLE INSURANCE COMPANY), G.F. NO. , EFFECTIVE DATE \_\_\_\_\_. THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.
- 7.) THIS PLAT LIES WHOLLY WITHIN MUNICIPAL UTILITY DISTRICT NO. \_\_\_\_\_, FORT BEND SUBSIDENCE DISTRICT, FORT BEND COUNTY DRAINAGE DISTRICT, LAMAR CONSOLIDATED I.S.D., AND THE ETJ OF THE CITY OF ROSENBERG (**OR**) CITY LIMITS OF ROSENBERG, AND FORT BEND COUNTY.
- 8.) "SUBDIVISION NAME" LIES WITHIN (SHADED OR UNSHADED IF APPLICABLE) ZONE " " AS PER FLOOD INSURANCE RATE MAP, MAP NUMBER , DATED \_\_\_\_\_.
- 9.) APPROVAL OF THIS PLAT WILL EXPIRE ONE YEAR FROM CIY COUNCIL

APPROVAL IF NOT RECORDED IN THE REAL PROPERTY RECORDS OF THE COUNTY OF FORT BEND.

- 10.) THERE ARE NO PIPELINES NOR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION (OR) THE PIPELINES AND/OR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION ARE AS SHOWN.
- 11.) FIVE-EIGHTHS INCH (5/8") IRON RODS THREE FEET (3') IN LENGTH ARE SET ON ALL PERIMETER BOUNDARY CORNERS, ALL ANGLE POINTS, ALL POINTS OF CURVATURE AND TANGENCY, AND ALL BLOCK CORNERS, UNLESS OTHERWISE NOTED.
- 12.) THE MINIMUM SLAB ELEVATION SHALL BE , TWELVE INCHES (12") ABOVE THE 100-YEAR FLOOD PLAIN ELEVATION AND MAXIMUM PONDING ELEVATION, EIGHTEEN INCHES (18") ABOVE NATURAL GROUND, OR TWELVE INCHES (12") ABOVE THE TOP OF CURB AT THE FRONT OF THE LOT, WHICHEVER IS HIGHER.
- 13.) ALL LOTS SHALL HAVE A MINIMUM OF FIVE (5) FOOT SIDE BUILDING LINE.
- 14.) THE DRAINAGE SYSTEM FOR THIS SUBDIVISION SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING DURING INTENSE RAINFALL EVENTS.
- 15.) THIS PLAT LIES WITHIN FORT BEND COUNTY LIGHTING ORDINANCE ZONE NO.\_\_\_\_\_.
- 16.) ALL EASEMENTS ARE CENTERED ON LOT LINES UNLESS OTHERWISE INDICATED.
- 17.) THE COORDINATES SHOWN HEREON ARE TEXAS STATE PLANE COORDINATES, SOUTH CENTRAL ZONE (GRID NAD 83) AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINE SCALE FACTOR OF \_\_\_\_\_.
- 18.) ONE-FOOT RESERVE DEDICATED TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE AND END OF STREETS WHERE SUCH STREETS ABUT ADJACENT PROPERTY. THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED OR RE-SUBDIVIDED IN A RECORDED PLAT, THE ONE-FOOT RESERVE SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS OR SUCCESSORS.

- 19.) SIDEWALKS SHALL BE BUILT OR CAUSED TO BE BUILT THROUGH RESTRICTIVE COVENANTS WITHIN ALL ROAD RIGHTS-OF-WAY DEDICATED TO THE PUBLIC.

**ADDITIONAL NOTES FOR NON-RESIDENTIAL PLATS:**

- 20.) SITE PLANS SHALL BE SUBMITTED TO THE CITY OF ROSENBERG FOR STAFF REVIEW AND APPROVAL PRIOR TO CONSTRUCTION. DRIVEWAY REQUIREMENTS FOR THE LOCATIONS, WIDTHS AND OFFSET FROM AN INTERSECTION AND ANY EXISTING DRIVEWAYS OR PROPOSED DRIVEWAYS, SHALL CONFORM TO THE DESIGN STANDARDS OF THE CITY OF ROSENBERG
- 21.) NO OWNER OF THE LAND SUBJECT TO AN EASEMENT MAY PLACE, BUILD OR CONSTRUCT ANY PERMANENT BUILDING, STRUCTURE OR OBSTRUCTION OF ANY KIND OVER, UNDER OR UPON THE EASEMENT, PROVIDED THAT SUCH OWNER MAY CROSS OR COVER THE EASEMENT WITH A PAVED DRIVEWAY/PARKING LOT UNDER THE FOLLOWING CONDITIONS. THE DRIVEWAY SHALL BE JOINTED AT THE BOUNDARY LINE OF THE EASEMENT TO LIMIT THE AMOUNT OF PAVING THAT MUST BE REMOVED TO PROVIDE ACCESS, AND THERE SHALL BE NO OBLIGATION OF THE CITY TO REPLACE/REPAIR ANY PAVING REMOVED IN THE EXERCISE OF THIS EASEMENT.
- 22.) Projects within the West Fort Bend Management District are to contact Mike Stone of Professional Project Management Services at 281-343-0712 to confirm compliance with applicable design standards. Note on plat the following:

SUBJECT TO THE WEST FORT BEND MANAGEMENT DISTRICT DEVELOPMENT STANDARDS. WEST FORT BEND MANAGEMENT DISTRICT REQUIRES A TREE SURVEY AND TREE PRESERVATION PLAN PRIOR TO REMOVAL OF ANY TREES 18" IN DIAMETER OR GREATER FROM PROPERTY. WEST FORT BEND MANAGEMENT DISTRICT SHALL BE NOTIFIED PRIOR TO ANY SITE CLEARING OR CONSTRUCTION. SITE PLANS SHALL BE SUBMITTED TO THE CITY OF ROSENBERG AND WEST FORT BEND MANAGEMENT DISTRICT FOR STAFF REVIEW AND APPROVAL PRIOR TO CONSTRUCTION. THIS PLAT WAS PREPARED TO MEET CITY OF ROSENBERG, FORT BEND COUNTY, AND WEST FORT BEND MANAGEMENT DISTRICT REQUIREMENTS.

# **BUILDINGS AND BUILDING REGULATIONS**

## Ch.6 Article 1-16

Ordinance No. 2007-20

As of 6/19/2007

Sec. 6-26 International Building Code adopted.

- The International Building Code, 2006 Edition, including current revisions and Appendices C, E, F, G, I, and J as published by the International Code Council, Inc. have been adopted as the city's building code.

Sec. 6-171 International Plumbing and Fuel Gas Code adopted.

- The International Plumbing Code, 2006 Editions, including current revisions and Appendices B,C, D, E, F, and G and the International Fuel Gas Code, including current revisions and Appendices A,B,C, and D as published by the International Code Council, Inc have been adopted.

Sec. 6-191 International Mechanical Code adopted.

- The International Mechanical Code, 2006 Edition, including current revisions and Appendix A, as published by the International Code Council have been adopted.

Sec. 6-30 International Energy Conservation Code adopted.

- The International Energy Conservation Code, 2006 Edition, including current revisions and all Appendices as published by the International Code Council, Inc. have been adopted.

Sec. 6-377 International Property Maintenance Code adopted.

- The International Property Maintenance Code, 2006 Edition, including current revisions and all Appendices published by the International Code Council, Inc. have been adopted.

Sec. 6-29 International Existing Building Code adopted.

- The International Existing Building Code, 2006 Edition, including current revisions, Appendix B, and Resource A, as published by the International Code Council, Inc. have been adopted.

Sec. 6-126 National Electrical Code adopted.

- The National Electrical Code, 2005 Edition, as recommended by the National Fire Protective Association, for electric wiring and apparatus has been adopted.

Ordinance No. 2007-21

Sec. 11-82 International Fire Code adopted.

- The International Fire Code, 2006 Edition, including current revisions and all appendices as published by the International Code Council, Inc. have been adopted with amendments.

**City of Rosenberg Permitting Process  
Administered Through Code Enforcement  
(832-595-3540)**

**V. Purpose**

To establish procedures and requirements for the issuing of building permits for new construction in the City of Rosenberg (the City).

**VI. Scope**

These procedures shall be followed by all applicants involved in the submittal of permit applications.

**VII. Permitting Process**

a. Platting

The City will only issue building permits for construction to be done on properly platted property. To be properly platted, a plat must have been recommended for approval by the City Planning and Zoning Commission approved by the City Council, and recorded with Fort Bend County. The City's platting process takes from two and a half (2.5) to three (3) months.

b. Permit Application

1. An application will be submitted with a minimum of two (2) sets of building plans.
  - a. Building Plans will serve as the main instrument through which permit applications are approved or disapproved
  - b. One of these copies will be stamped City Copy and will remain on file with the City after a permit is issued
  - c. Staff will record the number of sets submitted

- d. A permit application number will be assigned to the project for tracking purposes
2. Fees
- a. The permit fee will be calculated based on the valuation of the project; this fee will be paid after the permit application has been approved
  - b. A review fee fifty (50) percent of the permit fee will be assessed each time building plans are resubmitted.
3. Review Process
- a. Depending on the type of project the building plan sets will be distributed to the following City Staff for review (The description in italics notes the basics that this particular reviewer examines.)
    - i. Building Official: *Compliance with International Codes, Platting*
    - ii. City Engineer: *Streets, Drainage, Water, Civil Drawings*
    - iii. Public Works: *Water, Sewer Service*
    - iv. City Planner: *Platting, Parking, Landscaping, Address, Location*
    - v. Health: *Compliance with Texas Food Establishment Rules*
    - vi. GIS Analyst: *Address Verification, Site Location Verification*
    - vii. Fire Marshall: *Compliance with Fire Codes*
  - b. Staff members reviewing plans will make an individual decision to approve or disapprove based on their area of review
  - c. Disapproved Plans
    - i. The Disapproval of one Staff member disapproves the entire submittal

- ii. The Staff member(s) having disapproved the building plans will provide the applicant with a list of comments and deficiencies to be addressed
  - iii. Staff will call the applicant to pick up the disapproved plans and to review staffs comments
  - iv. The applicant will resubmit the building plans for review by the disapproving staff member(s)
  - v. This process will continue until all deficiencies have been adequately addressed
- d. Approved Plans
- i. Plans meeting all requirements of each reviewing staff member will be marked approve
  - ii. Staff will call the applicant to pick up their copy of the plans and arrange a time to pick up their permit
  - iii. The Applicant will pick up their plans and permit and pay the permit fee at that time
- c. Recommendations and Comments
- 1. Timeline
    - a. *(If applicable)* Because of the time involved in the platting and permit process, Staff recommends that the applicant begin the permit process during the platting process.

- b. Initial Building Plan submittals will be reviewed in ten (10) to fifteen (15) business days depending on the number of staff reviewing them and the number of copies submitted
- c. The review time of a resubmittal varies according the number of staff members needing to review them

2. Infrastructure Plans

Permits for construction of infrastructure improvements will only be issued if the City Engineer and Public Works Director have approved and signed submitted infrastructure plans

3. City Copy

As stated before, one (1) set of initial building plans submitted will be stamped “City Copy”; the following guidelines must be followed in regards to it:

- a. For disapproved building plans, the City Copy will serve as a redline and will be returned to the applicant to address necessary deficiencies.
- b. The City Copy must be returned at every resubmittal or the review process will begin again, regardless of how many Staff members have approved the plans
- c. Corrected pages will be inserted into the City Copy
  - i. Corrected pages will be placed behind the corresponding page(s) with deficiencies
  - ii. Original Pages will be folded at the bottom right corner with the corner stapled

- d. New pages added to the building plans will be added to the City Copy
4. Permit Card/Inspections
- a. At the time a permit is picked up, Staff will provide the applicant with a permit card
  - b. The permit card will be visible from street as a sign that the City has issued a permit and will remain posted until all work is complete and approved by the City
  - c. The permit card provides the City's inspection schedule and telephone number to schedule an inspection.

## BUILDING FEES

TABLE INSET:

Total Valuation	Fee
\$1,000.00 and less	No fee, unless inspection required, in which case a \$15.00 fee for each inspection shall be charged.
\$1,000.00 to \$50,000.00	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000.00 to \$100,000.00	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000.00 to \$500,000.00	\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000.00 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

b. Moving fee. For the moving of any building or structure, the fee shall be \$100.00.

c. Demolition fee. For the demolition of any building or structures, the fee shall be:

TABLE INSET:

0 up to 100,000 cu ft	\$5.00
100,000 cu ft and over	\$0.50/1,000 cu ft

# SIGN REGULATIONS

## Chapter 6 Article 13

Ordinance No. 2000-07

As of 4/4/2000

Sec. 6-361 Definitions of the different types of signs.

Sec. 6-362 Standards; on-premises signs.

- a) Signs cannot imitate/resemble official traffic control signs, signals, or devices. Real-estate signs are deemed “on-premise” as long as located on the property advertised.
- b) Signs cannot be on trees or painted/drawn upon rocks or natural features.
- c) Signs cannot exceed nine feet (9 ft.) in height, including supports, or thirty-six square feet (36 sq. ft.) in area, including border, trim, and supports.
- d) Commercial developments or other tract of land utilized for business purposes will be entitled to one (1) freestanding on-premise sign for each two hundred fifty feet (250 ft.) of street frontage.
- e) Signs cannot be located or illuminated in a manner that obscures or interferes with the effectiveness of an official traffic sign, signal or device, or driver’s view of approaching, merging, or intersecting traffic.
- f) Lights must be effectively shielded so as not to be directed at the traveled ways or to interfere with any driver’s operation of a motor vehicle.

Sec. 6-363 Prohibition of certain new on or off-premises signs.

- a) No new construction permits will be issued for off-premises signs.
- b) All signs that are portable, moveable, trailer, or signs that are not permanently affixed in a concrete base or placed in the ground to a depth that will not allow it to be removed will be deemed illegal signs.

Sec. 6-364 Signs in public places.

Sec. 6-365 Signs subject to specific regulations.

The following are considered prohibited/or non-conforming signs:

- a) Signs erected without a required permit.
- b) Signs that are injurious, hazardous to health and safety, or inadequately maintained (e.g. rust, peeling, dirt, fading, discoloration, wear holes, stress separations, etc.).
- c) Signs that advertise or describe a business which is no longer in business or a product that is no longer sold if it has become hazardous, deteriorated, neglected, and etc.
- d) Signs that obstruct doors, windows, or fire exits.
- e) Signs that constitute a traffic hazard.
- f) Signs that are a hazard to safety or health (e.g. inadequate design, construction).

- g) Illuminated signs that produce a glare in surrounding residential areas or distract those in the public right-of-way.
- h) Signs that display, promote, or advertise a sexually oriented business, product, or theme that affronts community standards and is without redeeming value.
- i) Advertising structures painted, affixed, attached, or placed upon an inoperable motor vehicle.
- j) Any sign which was properly erected in accordance with the applicable law in force and effect at the time of erection, but has become unlawful because of the passage of subsequent law, shall be deemed a nonconforming sign.  
*Nonconforming signs may be permitted to remain but may not be changed or modified by adding, removing, altering, or repairing any part or portion thereof without fully complying with the provisions of this chapter and obtaining proper permits.*
- k) Real estate and political signs must adhere to specific conditions and requirements.
- l) No sign can be closer than ten feet (10 ft.) from the edge of the public street right-of-way abutting the property where the sign is located, except for those located in the designated Tax Increment Reinvestment Zone No. 1 (est. in Ordinance No. 90-33).

Sec. 6-366 Temporary signs.

Sec. 6-367 Painting street numbers on city curbs.

Sec. 6-368 Banners and display devices.

Sec. 6-369 Prohibited signs; removal/violation

Sec. 6-370 Signs attached to buildings.

Sec. 6-371 Contractor's sign.

## WEST FORT BEND MANAGEMENT DISTRICT

The following areas are located within this district and must also adhere to its development standards:

- The U.S. 59 Corridor includes property on both sides of U.S. 59 and extends from the Grand Parkway on the east to just short of the City of Beasley on the west.
- The Spur 10 Corridor includes property on both sides of Spur 10 and extends from Highway 36 on the north to U.S. 59 on the south.
- The Highway 36 Corridor includes property on both sides of Highway 36 and extends from Rosenberg city limit line on the northwest to the northern right of way of the Union Pacific Railroad on the southeast.
- The U.S. 90A Corridor includes property on both sides of Highway 90A and extends from the Richmond ETJ line on the east to the Brazos River on the west.
- The FM 762 Corridor includes property on both sides of FM 762 and extends from FM 2218 on the northwest to FM 2759 on the southeast.
- The FM 2218 Corridor includes property on both sides of FM 2218 and extends from U.S. 59 on the southwest to F.M. 762 on the northeast.
- The FM 359 Corridor includes property on both sides of FM 359 and extends from U.S. 90 A on the south to Farmer Road on the north then west to Jones Creek.

The West Fort Bend Management District's development standards for these areas can be accessed through its website at <http://www.wfbmd.org>. The point of contact for the WFBMD is Mike Stone, (281)343-0712.

## CITY OF ROSENBERG INFORMATION

### Other Service Links

The following are external website links that may be useful to the current and future residents of the City of Rosenberg.

Fort Bend County - <http://www.co.fort-bend.tx.us>

Fort Bend County Library - <http://www.fortbend.lib.tx.us>

Electric Reliability Council of Texas- <http://www.ercot.com>

at&t Telephone Service - <http://www.att.com>

Texas Department of Public Safety - <http://www.txdps.state.tx.us>

Time Warner Cable - <http://www.twchouston.com>

Centerpoint Energy - <http://www.centerpointenergy.com>