



LAND STUDY APPLICATION

DATE: _____ FILE NO. _____

SUBDIVISION NAME: _____

1. Legal description for the area included on this plat (Tract, Block, Grant, etc.)

2. Property Land Uses:

| | <u>ACRES</u> | <u>SITES</u> | | <u>ACRES</u> | <u>SITES</u> |
|---------------|--------------|--------------|-----------------------|--------------|--------------|
| Single-family | _____ | _____ | Office | _____ | _____ |
| Duplex | _____ | _____ | Street & Alley | _____ | _____ |
| Apartment | _____ | _____ | Ponding & Drainage | _____ | _____ |
| Mobile Home | _____ | _____ | Institutional | _____ | _____ |
| P.U.D. | _____ | _____ | Other (specify below) | _____ | _____ |
| Park | _____ | _____ | _____ | _____ | _____ |
| School | _____ | _____ | _____ | _____ | _____ |
| Commercial | _____ | _____ | Total No. Sites | _____ | _____ |
| Industrial | _____ | _____ | Total (Gross) Acreage | _____ | _____ |

3. What is existing zoning of the above described property? _____ Proposed zoning? _____

4. Will the residential sites, as proposed, permit development in full compliance with all zoning requirements of the existing residential zone(s)? Yes No

5. What type of utility easements are proposed: Underground Overhead Combination of Both

6. What type of drainage is proposed? (If applicable, list more than one)

7. Are special public improvements proposed in connection with development? Yes No

8. Is a modification or exception of any portion of the Subdivision Ordinance proposed? Yes No
If answer is "Yes", please explain the nature of the modification or exception _____

9. Remarks and/or explanation of special circumstances: _____

10. Will the proposed subdivision require the city to review and decide whether this application is subject to the standards in effect prior to the effective date of the current applicable standards? Yes No

11. Owner of record _____
(Name & Address) (Email) (Phone)
12. Developer _____
(Name & Address) (Email) (Phone)
13. Engineer _____
(Name & Address) (Email) (Phone)

OWNER SIGNATURE: _____

REPRESENTATIVE SIGNATURE: _____

REPRESENTATIVE CONTACT (PHONE): _____

REPRESENTATIVE CONTACT (E-MAIL): _____

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE FOR PROCESSING UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND COMPLETENESS.

**REQUIRED DOCUMENTATION FOR
LAND STUDY**

REQUIREMENTS:

- APPLICATION** – Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing, to include all signatures. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- FIVE-DAY COMMENTS** – All five-day comments have been addressed and the review has **not yet expired**.
- LAND STUDY PLAN** – Upload one (1) digital copy.
- PROOF OF OWNERSHIP** – One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating proof of ownership.
- TRAFFIC IMPACT ANALYSIS (TIA)** – A TIA shall be required within the first 30 days of acceptance if the proposed development meets the TIA applicability standards set forth in Title 19. The TIA must be signed, sealed and dated by a Professional Engineer.
TIA shall be submitted to the Street & Maintenance Department for review.
- WAIVERS, EXCEPTIONS OR MODIFICATIONS** – Required when any development standard deviates from or does not comply with code regulations.
- REVIEW AND ACCEPTANCE** - Upon review and acceptance of the application by the Department, the required fees shall be paid at the Cashier, Planning & Inspections Department, Citizen Access Portal, or by calling (915) 212-0104. Fees are nonrefundable.
- SUBMITTAL OPTIONS:**
 - CITIZEN ACCESS PORTAL – <https://aca-prod.accela.com/ELPASO/Default.aspx>
 - ONE-STOP-SHOP (OSS) – In person at 811 Texas Ave. El Paso, TX 79901 - if submitting application in person, mail, or e-mail a \$24.00 plus applicable tech fee will apply.