



# 2022

## Planning and Zoning Commission Application Submittal Packet

Zoning: Planned Development ■ Specific Use Permit ■ Zoning Map Amendment

Plats: Amending ■ Conceptual ■ Final ■ Large Acreage Tract ■ Preliminary

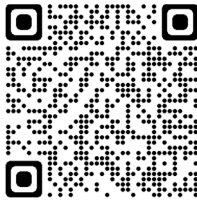
### Development Services Department

Planning & Development Division  
1522 Texas Parkway  
Missouri City, Texas 77489

Office: 281-403-8600

Email: [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov)

Citizen Self Service: <https://permits.missouricitytx.gov/energovprod/selfservice#/home>



This packet is also available on the city's Website at [www.missouricitytx.gov](http://www.missouricitytx.gov)





**Website:** 

**Citizen Self Service:** 

## ***TABLE OF CONTENTS***

**IMPORTANT INFORMATION ..... 3**

**CITIZEN SELF SERVICE (CSS)..... 4**

**DEADLINE DATES AND MEETING SCHEDULE..... 5**

**FEE SCHEDULE..... 23**

**APPLICABLE SECTIONS FOR ZONING APPLICATIONS**

**APPLICATION FOR ZONING AMENDMENT..... 7**

**SUBMITTAL CHECKLIST - ZONING ..... 9**

**APPLICABLE SECTIONS FOR PLAT APPLICATIONS**

**APPLICATION FOR PLAT APPROVAL..... 8**

**SUBMITTAL CHECKLIST - PLAT ..... 12**

**NEW STREET NAME(S) SUBMITTAL APPLCIATION.....21**

**NEW STREET NAME(S) CHECKLIST.....22**

**FINAL REQUIRED DOCUMENTS..... 24**

**AUTOCAD LAYER SYMBOLOGY ..... 25**

**NOTICE TO UTILITIES ..... 26**



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## IMPORTANT INFORMATION

### **PRELIMINARY APPLICATION CONFERENCE**

1. Prior to the submission of any application, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission date.
3. There is no charge for the initial meeting. Subsequent meetings for the same site, same development will incur a scheduling fee. See Fee Schedule.
4. To schedule, please contact a City Planner at (281) 403-8600.

### **APPLICATION SUBMITTALS**

*(Refer to pages 5-6 of this packet for the list of all deadline dates)*

1. A completed application form, associated documents as indicated on the Schedule of Required Copies, pages 7-8, and applicable fees, must be submitted online using Citizen Self Service on the specified submittal deadline date(s).
2. The city will not accept a plat application on a date other than a submittal deadline date.
3. An incomplete plat application will be disapproved.
4. A plat application, filed with the city, will be submitted to the Planning and Zoning Commission within 30 days following the submittal deadline date(s).

### **PUBLIC HEARINGS**

*(Refer to pages 5-6 of this packet for the regular meeting schedule)*

1. Public hearings are required for the consideration of all zoning changes. Public hearings are held during the Planning and Zoning (P&Z) Commission and a City Council meeting.
2. If required, plats will be considered by the Planning and Zoning Commission through a public hearing. Plats do not go before the City Council. Applicants may call the Development Services Department at 281-403-8541 for determination of a public hearing.
3. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

### **EXTENSIONS AND MODIFICATIONS**

1. An applicant may request an extension after an application has been filed and at least 10 days prior to the Planning and Zoning Commission.
2. Minor modifications to an application that has been filed may be made up until 10 days prior to the Planning and Zoning Commission. Major modifications will be disapproved.

### **P&Z COMMISSION REPORTS AND ACTIONS**

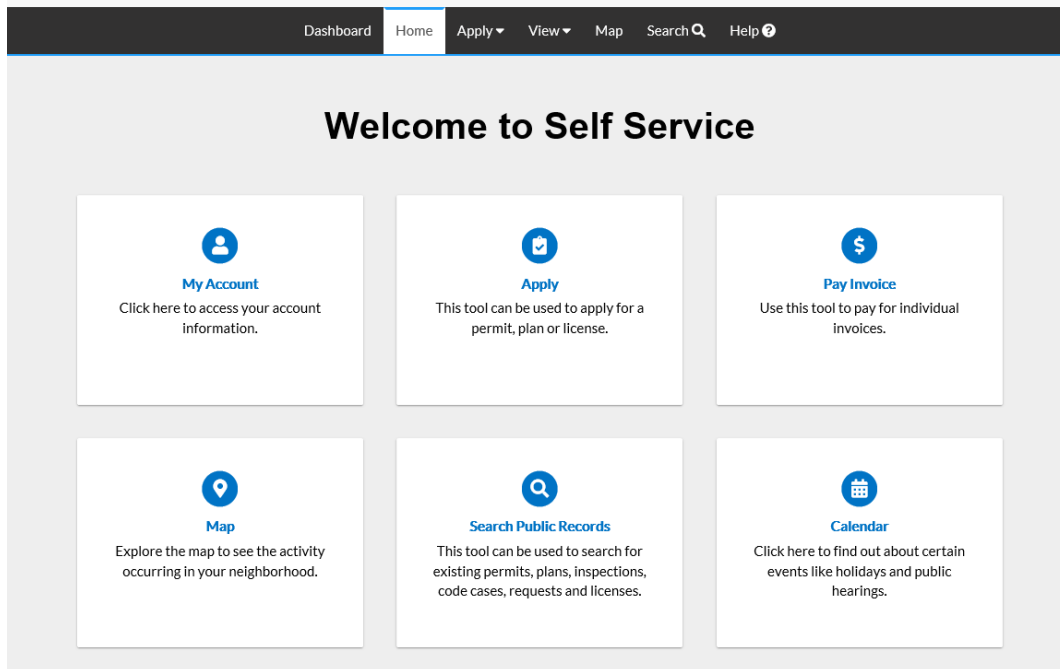
1. Applicants will receive a staff response following the completeness check period. Final recommended actions will be released by the Friday prior to the P&Z meeting date.
2. The P&Z Commission will take the following actions on an initial plat application: **approve**, **approve with conditions**, or **disapprove**.
3. If an initial application is **approved with conditions** or **disapproved**, a written response application may be submitted in accordance with application submittals.
4. The P&Z Commission will take the following actions on a written response application: **approve** or **disapprove**.
5. If a written response application is **disapproved**, a new application, documents, and new plat application fees must be submitted in accordance with application submittals.

### **ONLINE SERVICES**

1. Citizen Self Service (CSS) may be used to apply; locate application status; pay invoices; download review comments; upload responses; and schedule inspections. Please see **page 4** for CSS information.
2. Visit the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov) to find additional information regarding the development review, Planning and Permitting processes



## CITIZEN SELF SERVICE (CSS)



**Citizen Self Service** (CSS) is the city’s online development portal. The following services can be completed online:

- ❖ Apply for Plans & Permits
- ❖ Review application details and statuses
- ❖ Pay invoices
- ❖ Download review comments
- ❖ Upload documents and plans
- ❖ Request inspections

Additional features available through CSS include a map that can be used to locate development activity within the city and its extraterritorial jurisdiction (ETJ); as well as a calendar which can include pertinent dates (i.e. – required meetings/public hearings; scheduled inspections) for projects.

An account, including a user name, full name, and email address must be created in order to utilize CSS. The information included in the account must match the contact information included on the applicable development application. The city will assign a Development Review Coordinator and/or the Planning Technician as the city’s contact for each project.

For questions, concerns, or help using CSS, please contact the Planning & Development Division at [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov).



## SUBMITTAL DEADLINE DATES AND REGULAR MEETING SCHEDULE

Zoning Amendment Application Submittal Date	Plat Application Submittal Date (Initial Application Only)	Plat Application Submittal Date (Minor Modification deadline /Written Response Applications Only)	Planning and Zoning Commission AGENDA/HEARING DATE	Parks Board Hearing Date, as applicable	City Council Hearing Date, as applicable (1st Reading of Ordinance)	City Council Agenda Date, as applicable (2nd Reading of Ordinance)
	March 17-18, 2022	April 1, 2022	April 13, 2022	April 7, 2022	May 16, 2022	June 6, 2022
March 17-18, 2022	April 14, 18, 2022	April 29, 2022	May 11, 2022	May 5, 2022	June 20, 2022	July 5, 2022
April 14-15, 2022	May 12-13, 2022	May 27, 2022	June 8, 2022	June 2, 2022	July 18, 2022	August 1, 2022
May 12-13, 2022	June 16-17, 2022	July 1, 2022	July 13, 2022	July 7, 2022	August 15, 2022	September 6, 2022
June 16-17, 2022	July 14-15, 2022	July 29, 2022	August 10, 2022	August 4, 2022	September 19, 2022	October 3, 2022
July 14-15, 2022	August 18-19, 2022	September 2, 2022	September 14, 2022	September 1, 2022	October 17, 2022	November 7, 2022
August 18-19, 2022	September 15-16, 2022	September 30, 2022	October 12, 2022	October 6, 2022	November 21, 2022	December 5, 2022
September 15-16, 2022	October 13-14, 2022	October 28, 2022	November 9, 2022	November 3, 2022	December 19, 2022	January 3, 2023
October 13-14, 2022	November 17-18, 2022	December 2, 2022	December 14, 2022	December 1, 2022	January 17, 2023	February 6, 2023
November 17-18, 2022	December 15-16, 2022	December 30, 2022	January 11, 2023	January 5, 2023	February 20, 2023	March 6, 2023
December 15-16, 2022	January 12-13, 2023	January 27, 2023	February 8, 2023	February 2, 2023	March 20, 2023	April 3, 2023
January 12-13, 2023	February 9-10, 2023	February 24, 2023	March 8, 2023	March 2, 2023	April 17, 2023	May 1, 2023



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Website:



Citizen Self Service:

## APPLICATION FOR ZONING AMENDMENT

*A complete application for zoning amendment must be accompanied by an application checklist, associated documents and applicable fee. By submitting this application you are permitting the City to enter the property in order to post/remove public notice signs or for any other purpose as may be necessary to process the application.*

**Application Type:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>ZONING MAP AMENDMENT</b>     | <input type="checkbox"/> <b>PD PLANNED DEVELOPMENT</b>       |
| <input type="checkbox"/> <b>SUP, SPECIFIC USE PERMIT</b> | <input type="checkbox"/> <b>EXISTING SUP OR PD AMENDMENT</b> |

<b>1. PROJECT NAME:</b>				
<b>2. ADDRESS OR PROPERTY DESCRIPTION:</b>				
<b>3. APPLICANT NAME:</b>				
MAILING ADDRESS:				
PHONE NO.:		EMAIL:		
<b>4. STATUS OF APPLICANT (SELECT ONE):</b> (IF OTHER THAN PROPERTY OWNER, SUBMIT CERTIFIED WRITTEN AUTHORIZATION WITH APPLICATION.)				
<input type="checkbox"/> PROPE RTY OWNE R <input type="checkbox"/> AGENT	<input type="checkbox"/> ATTORNEY <input type="checkbox"/> TRUSTEE	<input type="checkbox"/> OTHER		
<b>5. PROPERTY OWNER NAME (IF DIFFERENT THAN APPLICANT):</b>				
MAILING ADDRESS:				
PHONE NO.:		EMAIL:		
<b>6. PROPOSED ZONING DISTRICT (SELECT ONE OR MORE):</b>				
<b>GENERAL</b>	<b>RESIDENTIAL:</b>		<b>NONRESIDENTIAL:</b>	
<input type="checkbox"/> SD	<input type="checkbox"/> R	<input type="checkbox"/> R-4	<input type="checkbox"/> LC	<input type="checkbox"/> LC-4
<input type="checkbox"/> SUP	<input type="checkbox"/> R-1	<input type="checkbox"/> R-5	<input type="checkbox"/> LC-O	<input type="checkbox"/> BP
<input type="checkbox"/> PD	<input type="checkbox"/> R-1-A	<input type="checkbox"/> R-6	<input type="checkbox"/> LC-1	<input type="checkbox"/> I
	<input type="checkbox"/> R-2	<input type="checkbox"/> MF-1	<input type="checkbox"/> LC-2	<input type="checkbox"/> CF
	<input type="checkbox"/> R-3	<input type="checkbox"/> MF-2	<input type="checkbox"/> LC-3	
		<input type="checkbox"/> MH		
<b>7. TOTAL ACREAGE:</b>				

\_\_\_\_\_  
 Print Name of Applicant

\_\_\_\_\_  
 Print Name of Property Owner

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Property Owner, Agent or Attorney



Website:



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## APPLICATION FOR PLAT APPROVAL

(Initial Applications Only)

A complete application for plat approval must be accompanied by an application checklist, associated documents and applicable fee.

**Application Type:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>AMENDING PLAT</b>   | <input type="checkbox"/> <b>FINAL PLAT (INCLUDING REPLAT)</b> | <input type="checkbox"/> <b>LARGE ACREAGE PLAT</b> |
| <input type="checkbox"/> <b>CONCEPTUAL PLAN</b> |   | <input type="checkbox"/> <b>PRELIMINARY PLAT</b>   |

<b>1. NAME OF PLAT:</b>		
<b>2. NAME OF CONCEPTUAL PLAN OR PRELIMINARY PLAT THAT PRECEDES THIS PLAT (IF APPLICABLE):</b>		
<b>3. APPLICANT NAME:</b>		
MAILING ADDRESS: _____		
PHONE NO.: _____	EMAIL: _____	
<b>4. PROPERTY OWNER NAME (IF COMPANY OR CORPORATION, LIST CHIEF OFFICER:</b>		
MAILING ADDRESS: _____		
PHONE NO.: _____	EMAIL: _____	
<b>5. IS PLAT LOCATED INSIDE THE CITY LIMITS OR CITY'S ETJ (SELECT ONE):</b>		
<input type="checkbox"/> CITY LIMITS	<input type="checkbox"/> ETJ	
<b>6. LAND DISTRIBUTION (IN ACRES)</b>		
PRIVATE STREETS: _____ LAKES/PONDS (NON-RECREATIONAL): _____ UTILITY EASEMENTS: _____	PUBLIC STREETS: _____ IRRIGATION/DRAINAGE CANALS: _____ PUBLIC PARKLAND: _____	RESIDENTIAL LOTS: _____ RECREATIONAL USES: _____ TOTAL ACREAGE: _____
<b>7. NUMBER OF SECTIONS: _____ BLOCKS: _____ LOTS: _____ RESERVES: _____</b>		
<b>8. TYPE OF STREETS (SELECT ONE):</b>		
<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> COMBINATION
<b>9. TYPE OF WATER/SANITARY SYSTEM (SELECT ONE):</b>		
<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> COMBINATION
<b>10. MUNICIPAL UTILITY DISTRICT OR PUBLIC IMPROVEMENT DISTRICT:</b>		
<input type="checkbox"/> CITY SERVICE AREA - MUSTANG BAYOU <input type="checkbox"/> CITY SERVICE AREA - NORTHEAST OYSTER CREEK <input type="checkbox"/> NO MUD <input type="checkbox"/> HARRIS COUNTY WC & ID - FONDREN ROAD <input type="checkbox"/> HARRIS COUNTY MUD #122 <input type="checkbox"/> SOUTHWEST HARRIS COUNTY MUD #1 <input type="checkbox"/> BLUE RIDGE WEST MUD <input type="checkbox"/> FORT BEND COUNTY WC & ID #2 <input type="checkbox"/> FORT BEND COUNTY MUD #26 <input type="checkbox"/> QUAIL VALLEY UTILITY DISTRICT	<input type="checkbox"/> FORT BEND COUNTY MUD #42 <input type="checkbox"/> MEADOWCREEK MUD <input type="checkbox"/> THUNDERBIRD UTILITY DISTRICT <input type="checkbox"/> FORT BEND COUNTY MUD #46 <input type="checkbox"/> PALMER PLANTATION MUD #1 <input type="checkbox"/> PALMER PLANTATION MUD #2 <input type="checkbox"/> FORT BEND COUNTY MUD #47 <input type="checkbox"/> FORT BEND COUNTY MUD #48 <input type="checkbox"/> FORT BEND COUNTY MUD #49 <input type="checkbox"/> FORT BEND COUNTY MUD #4	<input type="checkbox"/> FORT BEND COUNTY MUD #115 <input type="checkbox"/> FORT BEND COUNTY MUD #129 <input type="checkbox"/> FORT BEND COUNTY MUD #149 <input type="checkbox"/> MISSOURI CITY MANAGEMENT DISTRICT 1 <input type="checkbox"/> MISSOURI CITY MANAGEMENT DISTRICT 2 <input type="checkbox"/> SIENNA MANAGEMENT DISTRICT <input type="checkbox"/> SIENNA MUD ____ <input type="checkbox"/> FIRST COLONY LID <input type="checkbox"/> FORT BEND LID #15 / #19 <input type="checkbox"/> SIENNA LIDW



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## SUBMITTAL CHECKLIST - ZONING

<b>PROJECT NAME:</b>	
<b>APPLICATION TYPE</b> <i>(SEE TABLES BELOW FOR SCHEDULE OF REQUIRED COPIES)</i>	<input type="checkbox"/> <b>ZONING MAP AMENDMENT</b> <input type="checkbox"/> <b>SUP, SPECIFIC USE PERMIT</b> <input type="checkbox"/> <b>PD PLANNED DEVELOPMENT</b> <input type="checkbox"/> <b>EXISTING SUP OR PD AMENDMENT</b>
<b>APPLICANT NAME</b>	
<b>PROJECT PLANNER</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>APPLICATION SUBMITTAL DATE</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>P&amp;Z MEETING DATE</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>APPLICATION STATUS</b> <i>(TO BE COMPLETED BY STAFF)</i>	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

An application for a zoning amendment must include the following:

### Schedule of Required Copies

<b>Table 1. All Applications</b>		<b>NOTES/COMMENTS</b> <i>(TO BE COMPLETED BY STAFF)</i>
<b>Staff Complete</b>	<b>Applicant Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/> Completed <b>zoning amendment application form</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>Application fee</b> paid	
<input type="checkbox"/>	<input type="checkbox"/> <b>Plat reference</b> or a <b>metes and bounds description</b> (Signed and sealed by surveyor or registered professional engineer)	
<input type="checkbox"/>	<input type="checkbox"/> Current <b>tax certificates or receipts</b> (City, County, School District, MUD, LID)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Statement of ownership</b> listing each owner	
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact worksheet</b> , if applicable	





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<input type="checkbox"/>	<input type="checkbox"/> <b>Photometric Plan</b> including proposed exterior lighting (location, height, intensity, and design), if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Noise level decibels at property lines</b> , if external amplification of sound proposed	
<input type="checkbox"/>	<input type="checkbox"/> <b>Sight distance analysis</b> , if applicable	

<b>Table 2. SUP, PD Applications</b>		
<b>Information/Document Required</b>		<b>NOTES/COMMENTS (TO BE COMPLETED BY STAFF)</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	
<input type="checkbox"/>	<input type="checkbox"/> Proof of <b>unified ownership or control</b> of all of the property within the PD district or proof of notice to all of the other property owners within the PD district (PD Amendment applications)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Site Plan</b> (See Table 3 for required content)	
<input type="checkbox"/>	<input type="checkbox"/> Draft <b>deed restrictions</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>Development schedule</b> indicating the approximate construction start date and rate of construction. Include phases, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/> <b>Color elevations</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Additional information</b> to assist in the evaluation and review of the application (Please list the information provided below)	



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**Table 3. Site Plans (Form and content), Color Elevations**

<input type="checkbox"/>	<input type="checkbox"/> Scale, north arrow, name and address of design professional provided
<input type="checkbox"/>	<input type="checkbox"/> Existing and proposed buildings and structures provided
<input type="checkbox"/>	<input type="checkbox"/> Off-street parking areas shown
<input type="checkbox"/>	<input type="checkbox"/> Landscaping and required yard and other open space
<input type="checkbox"/>	<input type="checkbox"/> Loading and service areas, dumpster location including screening method shown
<input type="checkbox"/>	<input type="checkbox"/> Curb cuts, driveway, sidewalk and queuing areas shown
<input type="checkbox"/>	<input type="checkbox"/> Mechanical equipment screening shown
<input type="checkbox"/>	<input type="checkbox"/> Sign locations including area, dimensions, design and materials provided
<input type="checkbox"/>	<input type="checkbox"/> Existing and proposed landscaping shown
<input type="checkbox"/>	<input type="checkbox"/> Streets (including widths), driveways, buildings and other structures within 200 feet of every property line shown
<input type="checkbox"/>	<input type="checkbox"/> Names of adjacent subdivisions within 200 feet of every property line shown
<input type="checkbox"/>	<input type="checkbox"/> Fencing material and location provided
<input type="checkbox"/>	<input type="checkbox"/> All sides of principal and accessory buildings and structures shown



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## SUBMITTAL CHECKLIST - PLAT

*In accordance with Section 82-10.(d), Chapter 82. Subdivisions, City Code of Ordinances, a plat application shall be in the form and contain the information and documents required by the platting manual. A plat application that does not include the necessary documents and other information provided below shall be certified incomplete. A plat application that does not meet the requirements outlined below will be disapproved. Electronic files in the formats provided below are required to be submitted in addition to the print copies as provided below.*

<b>NAME OF PLAT:</b>	
<b>APPLICATION TYPE</b> <i>(SEE TABLES BELOW FOR SCHEDULE OF REQUIRED COPIES)</i>	<input type="checkbox"/> <b>AMENDING PLAT</b> <input type="checkbox"/> <b>CONCEPTUAL PLAN</b> <input type="checkbox"/> <b>FINAL PLAT (INCLUDING REPLAT)</b> <input type="checkbox"/> <b>PRELIMINARY PLAT</b>
<b>APPLICANT'S NAME</b> (ENGINEER, PLANNER, ARCHITECT, ETC.):	
<b>PROJECT PLANNER</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>APPLICATION SUBMITTAL DATE</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>P&amp;Z MEETING DATE</b> <i>(TO BE COMPLETED BY STAFF)</i>	
<b>APPLICATION STATUS</b> <i>(TO BE COMPLETED BY STAFF)</i>	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

### Schedule of Required Copies

Table 1. All Plats		
Information/Document Required		<b>NOTES/COMMENTS</b> <i>(TO BE COMPLETED BY STAFF)</i>
Staff Complete	Applicant Complete	
<input type="checkbox"/>	<input type="checkbox"/> Completed plat application form	
<input type="checkbox"/>	<input type="checkbox"/> Application fee paid	
<input type="checkbox"/>	<input type="checkbox"/> Plat (See Tables as applicable for the required form and content)	



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<b>Table 2. Amending Plats</b>		
<b>Information/Document Required</b>		<b>NOTES/COMMENTS (TO BE COMPLETED BY STAFF)</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 5</b> , as applicable	

<b>Table 3. Concept Plans</b>		
<b>Information/Document Required</b>		<b>NOTES/COMMENTS (TO BE COMPLETED BY STAFF)</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>MUD Annexation letter</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Drainage Impact Analysis</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Parkland dedication proposal</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact Worksheet</b> , if Applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on next page</i> ) (1) Proposed name of subdivision or development indicated (2) Name of the owner of the property and the subdivider indicated (3) Name of the registered professional engineer and/or registered surveyor indicated (4) Date on which plan drawn indicated (5) Plan oriented with north at the top of the page, and a north point provided in the upper right hand corner of the page (6) Total acreage indicated (7) Scale shall be one inch equals 200 feet (Smaller scales may be	



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	<p>approved upon request)</p> <p>(8) Scaled vicinity map provided indicating the general location of the subdivision and depicting major streets, subdivisions, watercourses and other significant physical features within one-half mile of the boundaries of the subdivision area. The vicinity map shall be oriented with north at the top of the page.</p> <p>(9) Boundaries of the total acreage of the subdivision and the boundaries of the proposed land uses shall be indicated.</p> <p>(10) The names of the adjacent subdivision and/or landowners of adjacent undivided tracts shall be provided.</p> <p>(11) Plan shall indicate the proposed land uses and population densities, including streets and drainage layout (on- and off-site drainage), preliminary drainage layout, and the location of schools, parks and other proposed public or private facilities. Typical lot sizes shall also be provided.</p> <p>(12) Plan shall provide topographic information indicating the directions of surface water flow.</p> <p>(13) Certificate for the commission (Appendix F, Platting Manual) provided.</p>	
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<b>Table 4. Preliminary Plats</b>		
<b>Information/Document Required</b>		<b>NOTES/COMMENTS (TO BE COMPLETED BY STAFF)</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>Approved concept plan</b> with signed commission certificate	
<input type="checkbox"/>	<input type="checkbox"/> <b>Letters</b> showing that the plat was sent to <b>utility companies</b> and other entities as required (See page 25 for list of applicable utilities)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Preliminary drainage plan</b> and calculations	
<input type="checkbox"/>	<input type="checkbox"/> <b>Preliminary utility plan and calculations</b> (Sanitary, water, etc.)	
<input type="checkbox"/>	<input type="checkbox"/> <b>HOA/MUD/Owner acceptance</b> of maintenance responsibility or a public maintenance easement request for on-site drainage & other features, if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Drainage/Detention Impact Analysis and calculations</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> Alphabetized <b>list of street names</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Encumbrance certificate</b>	
<input type="checkbox"/>	<input type="checkbox"/> Draft <b>restrictive covenants</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>Parkland dedication proposal</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact worksheet</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on following pages</i> ) (1) Preliminary plat may not be in recordable form – Dedication statements and certificates except as provided below must not be placed on the preliminary plat. (2) Legal description of the property to be subdivided, including the name of the county and	



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division**

1522 Texas Parkway Missouri City, Texas 77489  
281-403-8600 (Office) ■ [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov)



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	<p>surveying abstract number.</p> <p>(3) Total acreage, number of lots, blocks and reserves shall be indicated. Lots within each block shall be numbered consecutively. Blocks shall also be number consecutively.</p> <p>(4) Name of the property owner, principal officer, owner entity or subdivider indicated.</p> <p>(5) Name of the registered professional engineer and/or registered public surveyor responsible for the survey and the design indicated.</p> <p>(6) Date on which the plat was drawn indicated.</p> <p>(7) North point (true or magnetic) shall be indicated. Subdivision must be oriented with north at the top of the drawing.</p> <p>(8) Scale must be drawn numerically and a graphic scale must be provided. Minimum acceptable scale is one inch equals 100 feet. (Larger scales are permissible provided the scale chosen is divisible by ten and the area within 200 feet of the subdivision is shown)</p> <p>(9) Scaled vicinity map provided, indicating the general location of the subdivision and its relationship with streets, political subdivisions, railroads, watercourses and similar features in all directions to a distance of not less than one-half mile. Suggested scale is one inch equals 1,200 feet. Map shall be oriented north with north at the top of the drawing and in the same direction as the subdivision drawing.</p> <p>(10) Plat shall be drawn with heavy lines to indicate the subdivision area, with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines. An accurate location of the subdivision should be provided by reference to an established survey or league corner, subdivision corner, or other known point.</p>	
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	<p>(11) The adjacent area outside the plat boundaries shall be identified by subdivision name or the recorded owner of the unsubdivided parcels of land.</p> <p>(12) The location, width and names of all existing and proposed public and private streets, easements or rights-of-way within or adjacent to the subdivision indicated. All railroad rights-of-way, pipelines, easements and other permanent features such as section lines and boundaries of political subdivisions and school districts on all sides for a distance of not less than 200 feet indicated.</p> <p>(13) Existing sewers, water mains, culverts or other underground structures and other public utilities and buildings within the subdivision or within 200 feet shall be identified with existing and proposed pipe sizes, grades and locations indicated.</p> <p>(14) The location and approximate dimension of existing and proposed lakes, watercourses, storm detention areas and drainage easements within the subdivision or within 200 feet thereof shall be indicated.</p> <p>(15) Contour lines with intervals of one foot, referred to sea level (USGS and city datum), shall be provided to show at least two contour lines within the subdivision in addition to those necessary to clearly show outfall drainage. The basis of control shall be identified and the temporary benchmark set within the subdivision shall be indicated. All parcels of land intended to property owners in the subdivision, together with the conditions or limitations of each reservation, if any, shall be identified.</p> <p>(17) The proposed plan of subdivision shall be indicated, showing streets, blocks, lots, alleys, easements, building lines and parks with principal dimensions.</p> <p>(18) Preliminary drainage plan shows the proposed drainage system by a single line drawing</p>	
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	<p>showing the proposed direction sheet flow through the subdivision. Floodplain information, including floodplain boundary, if any; FEMA map number; and the effective map date and zone shall also be provided.</p> <p>(19) Utility calculations must provide the utility capacities and the drainage design for both storm events and the extreme event and an analysis of the extreme event and consideration of positive overflow pathways.</p> <p>(20) Locations of lift stations, water plants or other utility infrastructure locations and sizes shall be provided.</p> <p>(21) The service areas for each utility system shall be provided.</p> <p>(22) Restrictive covenants must provide for an adequate assessment for maintenance and replacement if private roadways are proposed and for any improvements that are not the responsibility of the city.</p> <p>(23) Certificate for the commission (Appendix F, Platting Manual) provided.</p> <p>(16) Standard notes (Appendix K, Platting Manual) provided.</p>	
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**Table 5. Final Plats**

Information/Document Required		NOTES/COMMENTS (TO BE COMPLETED BY STAFF)
Staff Complete	Applicant Complete	
<input type="checkbox"/>	<input type="checkbox"/> All items from <b>Table 1</b>	
<input type="checkbox"/>	<input type="checkbox"/> <b>Plat</b> .dwg (AutoCAD 2007 or later) (See AutoCAD file layer symbology)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Previously recorded plat</b> (Replat applications only)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Approved preliminary plat</b> with signed commission certificate	
<input type="checkbox"/>	<input type="checkbox"/> <b>Letters</b> showing that the plat was sent to <b>utility companies</b> and other entities as required (See page _____ for list of applicable utilities)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Street Name Application and Checklist</b>	
<input type="checkbox"/>	<input type="checkbox"/> Current <b>title report or title policy</b> (Maximum 45 days old)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Metes and bounds description</b> with title report or policy	
<input type="checkbox"/>	<input type="checkbox"/> Current <b>Tax Certificates or receipts</b> (City, County, School District, MUD, LID)	
<input type="checkbox"/>	<input type="checkbox"/> <b>Final draft restrictive covenants</b> ready for filing	
<input type="checkbox"/>	<input type="checkbox"/> <b>County Drainage District letter</b> stating tract has outfall drainage and all impact fees have been paid	
<input type="checkbox"/>	<input type="checkbox"/> <b>Traffic Impact Analysis</b> , if applicable	
<input type="checkbox"/>	<input type="checkbox"/> <b>Form and Contents</b> ( <i>continued on next page</i> ) (1) Scale must be a minimum of one inch equals 100 feet. (Larger	



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	<p>scales are permissible provided the scale chosen is divisible by ten and the area within 200 feet of the subdivision is shown)</p> <ul style="list-style-type: none"> <li>(2) Engineering and surveying data must be shown to include full dimensions along all boundaries; streets, driveways and alley rights-of-way; easements and drainage ways; gulleys, creeks and bayous (with the high bank of such drainage ways and watercourses); lots, blocks, reserves, out-tracts or any other tracts; building lines; fee strips; pipelines.</li> <li>(3) Tracts or sites designated for schools, churches, parks, sewage, disposal plants, water plants or other special land uses designated.</li> <li>(4) All easements necessary for utility service shown.</li> <li>(5) Dedication statements and certificates provided.</li> <li>(6) Standard notes provided.</li> <li>(7) Engineer or surveyor's certificate provided.</li> </ul>		
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## NEW STREET NAME(S) SUBMITTAL APPLICATION

*In accordance with Section 82-180, City Subdivision Ordinance, an alphabetized list of newly proposed street names shall be provided for review. A newly proposed street name may be disapproved if not in compliance with the applicable provisions of the subdivision ordinance, platting manual and infrastructure design manual. Newly proposed street names shall be listed below and support documentation provided as referenced in the accompanying New Street Name(s) Checklist.*

<b>NAME OF PLAT:</b>				
<b>APPLICATION TYPE</b>		<input type="checkbox"/> <b>CONCEPTUAL PLAN</b> <input type="checkbox"/> <b>FINAL PLAT</b> <input type="checkbox"/> <b>PRELIMINARY PLAT</b>		
<b>APPLICANT'S NAME</b> (ENGINEER, PLANNER, ARCHITECT, ETC.):				
<b>PROPOSED STREET NAMES (ALPHABETICAL ORDER):</b> *REQUIRED				
<i>ATTACH ADDITIONAL SHEETS AS NECESSARY</i>				
Pre-Direction <i>(If applicable)</i>	Primary name*	Suffix	Post Direction <i>(If applicable)</i>	Private Street Designation <i>(If applicable)</i> "PRIVATE" or "PVT"
<i>I hereby certify that the above proposed street name(s) are not prohibited by a legal or contractual mandate and do not violate federal, state, or local law. (Sec. 16-5.(8), (9); article I, City Code of Ordinances)</i>				
Applicant Printed Name		Signature		Date

**Notice of Appeal.** *If a street name(s) is disapproved by the Planning and Zoning Commission, an applicant may appeal the disapproval by filing a notice of appeal with the director of development services within 10 days following the disapproval and in accordance with Sec. 82-180.(j), City Subdivision Ordinance. Such appeal will be considered by the city council following a public hearing.*



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## NEW STREET NAME(S) CHECKLIST

The following checklist is required to be completed and submitted with a New Street Name Submittal Application. An application containing false or misleading information or omissions is subject to disapproval in accordance with Sec. 16-5.(1), article I, chapter 16, City Code of Ordinances.

Information/Document Required		
<p><b>a. Theme.</b> Please describe the theme, if any, of proposed street name(s) for subject plat. A street name may not advocate a political party or religion; be unsuitable for publication; promote an illegal activity or violence; demean, intimidate, or maliciously portray any gender, racial or ethnic group or other protected class; violate federal, state or local law; or bring disrepute upon the city. (See Sec. 16-5, article I, chapter 16, City Code of Ordinances) <b>Attach additional information, if needed.</b></p>		
<p><b>b. Proper names.</b> For any proper name(s) proposed as a primary street name, please describe relevant contribution to the city or humanity and provide documentation to support such contribution. A proper name of a person, geographical area, event or activity may only be used if such has had a significant positive impact on the city or contributed to the cultural, economic, educational, intellectual, political, or scientific vitality of the community or made an extraordinary contribution in the service of humanity. (See Sec. 82-180.(f)) <b>Attach additional information, if needed.</b></p>		
<p>I hereby certify that the above information is true and correct.</p>		
_____	_____	_____
Applicant Printed Name	Signature	Date

**Notice of Appeal.** If a street name(s) is disapproved by the Planning and Zoning Commission, an applicant may appeal the disapproval by filing a notice of appeal with the director of development services within 10 days following the disapproval and in accordance with Sec. 82-180.(j), City Subdivision Ordinance. Such appeal will be considered by the city council following a public hearing.



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**FEE SCHEDULE**

(As specified in the Development and Planning Schedule of Fees)

Application Type	Per Residential Lots	X	# of Residential Lots	+	Per Acre	Acres not in Residential Lots	=	Sub-Total	+	Base Fee	=	Total Fee	
Zoning Map Amendment	Total acres: _____ * \$25.00										\$475.00		
Specific Use Permit	Flat Fee									\$1,255.00			
Planned Development District	Flat Fee									\$1,255.00			
Conceptual Plan	\$2.00				\$10.00					\$418.25			
Preliminary Plat	\$6.00				\$30.00					\$418.25			
Final Plat	\$12.50				\$80.00					\$523.00			
Large Acreage Plat	Flat Fee									\$375.00			
Amending Plat	Flat Fee									\$375.00			
Vacation of Plat	Flat Fee									\$1,050.00			
Exemption from Platting	Flat Fee									\$375.00			
Discussion Item	Flat Fee									\$615.00			
Extension of Plat Approval	Flat Fee									\$300.00			



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## FINAL REQUIRED DOCUMENTS

*In accordance with Section 82-36, Chapter 82. Subdivisions, City Code of Ordinances, after the commission has approved a final plat, the subdivider shall cause such final plat to be recorded in the appropriate county plat records. Following recordation of the final plat, the subdivider shall deliver to the city reproducible copies of the approved and recorded final plat.*

<b>NAME OF PLAT:</b>	
<b>APPLICANT'S NAME</b> (ENGINEER, PLANNER, ARCHITECT, ETC.):	
<b>PROJECT PLANNER</b> (TO BE COMPLETED BY STAFF)	
<b>FINAL RECORDED DOCUMENTS SUBMITTED</b> (TO BE COMPLETED BY STAFF)	
<b>APPLICATION STATUS</b> (TO BE COMPLETED BY STAFF)	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> Mylar of recorded plat	1 copy	N/A
<input type="checkbox"/>	<input type="checkbox"/> Plat print	1 copy (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Plat print with addressed lots, reserves	1 copy (24" x 36" – Folded with title block visible)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> List of addressed lots/reserves as confirmed by Centerpoint Energy Mapping and Addressing Division*	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Recorded restrictive covenants / deed restrictions	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> Plat	N/A	.dwg (AutoCAD 2007 or later) (See AutoCAD file layer symbology)

\* CenterPoint Energy Mapping and Addressing Division assigns all addresses within the City of Missouri City. Contact CenterPoint at (713) 207-4460 with final plat layout to acquire the physical address for lots/reserves.



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## AUTOCAD LAYER SYMBOLOGY

*AutoCAD files in DWG or DXF format are required with final plat applications and final recorded documents. AutoCAD files should be submitted to the Development Services Department.*

**TEXAS STATE PLANE GRID COORDINATE SYSTEM OF NAD83 IS REQUIRED FOR ALL PLAT SUBMITTALS.**

*AutoCAD file layers should follow the order listed below. All features on electronic drawings must be free standing and independent of external reference blocks.*

Layer	Layer Name	Description	Layer	Layer Name	Description
1	CL	Centerline	20	NORTH	North Arrow
2	ROW	Right of Way	21	BUILDLN	Building Lines
3	LOTLINE_PRO	Lot Line/Reserves	22	BUILDFP	Building Footprint
4	BOUNDARY	Boundaries	23	TOPO	Topography
5	BMARK	City of Missouri City Benchmark	24	UTIL_PRO	Utilities (Proposed)
6	LOTNOS	Lot Numbers / Block Names	25	LAKES	Lakes / Ponds, etc.
7	SUBDIVNM	Subdivision Name /Section Numbers	26	STREAM	Creeks / Bayous / Rivers, etc.
8	STREETNM	Street Names	27	CANAL	Canals
9	WATER_PRO	Water Lines (Proposed)	28	RR	Railroads
10	SANSWR_PRO	Sanitary Sewers (Proposed)	29	ADDRESS	Street Address
11	STMSWR_PRO	Storm Sewers (Proposed)	30	CITYLIM	City Limit Lines
12	DRAINAGE	Drainage Ditch	31	COUNTYLN	County Lines
13	PVMT_PRO	Pavement (Proposed)	32	ETJ	ETJ Lines
14	PVMT_EXI	Pavement (Existing)	33	NOTES	Notes / Miscellaneous Notations
15	CURVEDT	Curve Data	34	STAMP	City of Missouri City Approval Stamp
16	SURVEYDT	Survey Data/TICS/Station Numbers	35	UTIL_EXI	Utilities Existing
17	EASEMENT	Easements	36	LOTLINE_EXI	Lot Line / Reserves (Existing)
18	TBLOCK	Title Block / Vicinity Maps / Legend / Scale	37	WATER_EXI	Water Lines (Existing)
19	MATCHLN	Match Lines	38	SANSWR_EXI	Sanitary Sewers (Existing)
			39	STMSWR_EXI	Storm Sewers (Existing)
			40	SIDWALKS	Sidewalks (Proposed)





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## NOTICE TO UTILITIES

*In accordance with Section 2.C., Notice of a proposed subdivision is required to be made to all utility companies, public or private. Such notice shall contain a statement of the intent to subdivide, and the intended use of the property within the subdivision. A copy of the preliminary plat filed with the city shall be attached to the notice.*

**NOTE:** *The list included below is provided as a convenience. It is not guaranteed to be complete or up to date. It is the responsibility of the applicant to notify the applicable utility companies and agencies.*

Company	Address	Email	Phone	Applicable County
Fort Bend County Central Appraisal District	2801 B. F. Terry Boulevard (FM 2218) Rosenberg, TX 77471			Fort Bend
Fort Bend County Drainage District	1124 Blume Road Rosenberg, TX 77471			Fort Bend
Fort Bend County Independent School District	16431 Lexington Blvd. Sugar Land, TX 77479			Fort Bend
Houston Independent School District	4400 West 18th St. Houston, TX 77092-8501		713-556-6000	Harris
Harris County Appraisal District	13013 Northwest Freeway Houston, TX 77040			Harris
Centerpoint Energy Surveying & Right of Way	1111 Louisiana Street 7th Floor Houston, TX 77002	<a href="mailto:row@centerpointenergy.com">row@centerpointenergy.com</a>	713-207-6348 or 713-207-5769	Fort Bend / Harris
Sienergy	4610 Riverstone Blvd, Ste 200 Missouri City, TX 77459			
Comcast	8590 W Tidwell Houston, TX 77040			
Verizon	2611 45th St. Dickson, TX 77539			
AT&T Engineering Right-of-Way	7602 Spring Cypress, Room 226 Spring, TX 77379	<a href="mailto:al3940@att.com">al3940@att.com</a>		
Frontier Communications, Gulf District	2611 45th Street Dickson, TX 77539	<a href="mailto:darrin.l.albrecht@ftr.com">darrin.l.albrecht@ftr.com</a>		
Applicable Municipal Utility District (MUD); Levee Improvement District (LID)				