

City of Annetta South

Subdivision Application Review Policy

A. Pre-submittal Teleconference – voluntary

1. The Initial step in the subdivision application review process is a recommended Pre-Submittal Teleconference. The voluntary step is recommended to enable the City Secretary and City Engineer to cover requirements and expectations of an application. Pre-submittal teleconference shall be conducted at least two weeks before the submission window to allow items for the applicant to make any necessary changes or provide additional documents.
2. Required, for the Pre-Submittal Teleconference is a sketch plat drawn to scale. Documents to be submitted electronically a minimum of 5 days before the teleconference.

B. Submission Window Application Acceptance

1. Subdivision applications shall be submitted by the applicant prior to the Application Deadline as stated on the Subdivision Process Calendar.
2. All Development Applications must be complete with required documents filling fee, and all signatures completed prior to the completeness review. See the Annetta South Subdivision Ordinance for the required documents.
3. All applications and documents that are to be delivered electronically by the applicant and/or an authorized representative to City of Annetta South to cityofannettasouth@gmail.com. All electronic copies are to be provided at the required scale.
4. Paper documents may be submitted to City of Annetta South at P.O. Box 61, Aledo, TX 76008. All paper submissions must include at least 12 individual paper copies, printed to scale and folded to 8 ½" x 11" of all required documents.
5. Initial filing fees may be submitted via check to the City of Annetta South at P.O. Box 61, Aledo TX 76008. All third-party review fees must be paid at the time of Council approval.
6. Applications delivered beyond the Application Deadline shall be rejected, and applicants shall be informed of the next available application window per the Subdivision Process Calendar.
7. Applications received within the submission window shall be reviewed to determine completeness. Submission deemed incomplete shall not be forwarded for review. An email shall be sent to the applicant noting the requirements needed to meet the completeness requirements for the application.

C. Formal Filing

1. Complete subdivision applications shall be considered accepted and formally filed on the date indicated on the Subdivision Process Calendar.
2. The formal filing of the application begins the 30-day review period. The appropriate City reviews, including the City Engineer, shall only be conducted once the development application is formally filed.
3. Reviews of the appropriate City officials and agencies including the City Engineer will be submitted to the Planning and Zoning Commission with citations of State laws and the City Ordinance requirements.