



Development Department

**Application To the City Plan Commission
For Amendment to the Master Thoroughfare Plan**

Applicant's Name (Print) _____ (Sign) _____

Street Address _____ City _____ Zip _____

Phone No. _____ Fax No. _____ Email _____

Agent / Consultant's Name (Print) _____

Street Address _____ City _____ Zip _____

Phone No. _____ Fax No. _____ Email _____

Requested Thoroughfare to be Amended:

(Street Name) _____ (Mapsco Location) _____

Location and end points: _____

Length of Segment:(Existing) _____ (Proposed) _____

Supplemental Submission Information Requirements:

- (1) One 1:800 scale drawing of proposed thoroughfare (which includes surrounding property owners, 100 yr. Floodplain if applicable, Topographic contours at 5' intervals, and the original and proposed alignments clearly marked).
- (2) One reduced 8.5" x 11" mini-map of the above exhibit (must be clearly reproducible in black and white).
- (3) A detailed letter of purpose outlining the reasons for the proposed amendment.
- (4) Names and address of all property owners within 300', either side of the existing and proposed route alignments, if located in the ETJ.

Appl. Fee	Received By:	Date Received:	Receipt No.:	Case No.:
\$ 615.00				MT-

MASTER THOROUGHFARE AMENDMENT PROCESS

04/05

Property owners, land developers, the City Council, the Plan Commission, and city staff may request a Master Thoroughfare Plan Amendment through the following process:

- 1. Applicant meets with the Transportation/Public Works Department to express the desire for a proposed change. Depending on the nature and complexity of the request, TPW may require a pre-submittal conference with the appropriate city staff, to be arranged by the platting planner.*
- 2. Applicant submits an official request for the thoroughfare change to the development department. (See Application)*
- 3. Development Department distributes the request to various city departments and related entities for review and comment, including: Development, Fire, Health, Parks and Community Service, Planning, Police, Transportation and Public Works, Water Department, Water Control Board, School Districts, Franchise Utility Companies and TXDOT.*
- 4. City Departments and Others Listed Above review the request.*
- 5. City Departments hold a pre-development review committee meeting to discuss the requested change.*
- 6. City Departments prepare staff reports and return to the Development Department.*
- 7. Development Department compiles staff reports from city departments and other entities into a Development Review Committee report.*
- 8. Development Department will mail out notice of the public hearing to property owners that are located within 300 feet of the requested amendment. However, amendments initialized by the Development Department of Planning and Growth Management as part of a large area updating the Master Thoroughfare Plan require only publication of a notice in a newspaper of general circulation.*
- 9. Development Review Committee, consisting of representatives from city departments, meets with the applicant to discuss staff comments and recommendations.*
- 10. Development Department prepares a final staff report for the City Plan Commission.*
- 11. City Plan Commission holds a public hearing and makes final recommendation to the City Council.*

12. City Council holds a public hearing, & then makes a final decision based on that hearing and the City Plan Commission recommendation. If City Council approves the request, the Planning Department will update the Master Thoroughfare Plan.