

# *Development Policy Manual*

*City of Amarillo  
March 2008*



# DEVELOPMENT POLICY MANUAL

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# *Preface*



**City of Amarillo, Texas**  
**DEVELOPMENT POLICY MANUAL**

**Preface**

This Development Policy Manual is to help both the private and public sectors understand, coordinate, and clarify the development process of the City of Amarillo. It is intended for use by City staff, citizens, developers, engineers, surveyors and architects. The purpose of the manual is to ensure the health, safety, and welfare of the citizens of the City by providing an organized approach to development.

Specifically, this manual is to be used as a reference for delineating the development process from the initial land use proposals through infrastructure construction. It presents minimum design policies for land development from the beginning phases (annexation of property) through the final phase (construction of improvements such as streets and utilities).

In general, it is designed to highlight those development activities that take place most frequently. There is no way to adequately address all aspects of a development policy; therefore, unique situations will be handled on a case-by-case basis. Use of this document assumes compliance with all legal requirements and the exercise of sound judgment by design professionals.

More detailed regulations are contained within the City codes, as well as in other publications and manuals. The other publications are used by the various City departments to implement the policies set forth in this manual. The following documents, while not a detailed part of this manual, are a very important part of the development process and should be included in the library of every person involved with development in our community.

1. Amarillo Comprehensive Plan
2. City of Amarillo Code of Ordinances (code is on-line at [www.ci.amarillo.tx.us](http://www.ci.amarillo.tx.us))
3. Storm Water Management Criteria Manual
4. City of Amarillo Standard Specifications
5. American Association of State Highways and Transportation Officials (AASHTO) Policy on Geometric Design
6. Texas Administrative Code, Title 30, Part 1, Chapter 290, Public Drinking Water
7. Texas Administrative Code, Title 30, Part 1, Chapter 317, Design Criteria for Sewage Systems

8. The contents of this Development Policy Manual are not designed to remain static, but to reflect the dynamics of the development process, attitude changes of the citizens, and technological advances. Users are encouraged to note errors and to suggest modifications or topics to be included in future editions. Revisions and updates will be made on a regular basis to keep this document current.

Users of this manual are encouraged to submit suggestions at any time. Comments should be directed in writing to one of the following:

Emmett Autrey  
Director of Utilities

Michael Rice  
Director of Public Works

Vicki Covey  
Director of Community Services

City's mailing address is:  
P. O. Box 1971  
Amarillo, Texas 79105-1971

City of Amarillo

City Hall's physical address is:

509 S.E. 7<sup>th</sup> Avenue  
Amarillo, Texas 79101

City's website address is:

[www.ci.amarillo.tx.us](http://www.ci.amarillo.tx.us)

*Section 1*  
*Development*  
*Policy*





## Section 1

### Development Policy

The following policy concerns the requirements for preparing a conceptual development plan (CDP) or a final plat. Anyone considering subdividing property within the City of Amarillo or within five miles of the Amarillo city limits should discuss his/her plans with the Director of Utilities, Director of Public Works, and Director of Community Services for the City of Amarillo. A CDP will normally only be requested when a development will consist of approximately 100 acres or more and the final plats will consist of several units and not the entire land area in one final plat. An outline of Amarillo's Land Development Process is on **page 1-6**. This outline summarizes the conceptual development plan process, the final plat approval process, and completing the land development process. There are special notes at the beginning of the outline that identifies at what point engineered plans are required for various situations. Names, phone numbers and e-mail addresses of frequent contacts are on **page 1-5**.

### Conceptual Development Plans

- A. It is the developer's choice of whether or not to submit a CDP to the City of Amarillo for review and approval. However for multi-unit developments of approximately 100 acres or more, it is strongly recommended that a CDP be submitted. If the developer chooses to submit a CDP, the CDP must include streets, alleys, storm water management, potable water distribution, and wastewater collection preliminary layouts as described below.
  1. The CDP shall show a preliminary layout of the proposed street and alley system and the water and wastewater systems. This preliminary layout is not to be construed as construction plans, but rather a planning document to be used in planning the transportation system, drainage facilities, solid waste collection services, etc. Final construction drawings must be submitted with final plats that are located in Amarillo's extraterritorial jurisdiction (ETJ). For developments located within the city limits, final construction drawings must be submitted prior to the issuance of any building permits. All final construction drawings must show the street and alley system in much greater detail than the preliminary layout. It is understood that final construction drawings may vary to some degree from the preliminary layout of the street and alley system and water and wastewater systems.
  2. Storm water management shall include a preliminary report prepared by the developer's engineer identifying proposed drainage facilities. The report must include basic and general analysis and solutions. Approval of the report by the City Engineering Department is required prior to approval of a CDP. The drainage system and all proposed facilities are to comply with the Storm Water Management Criteria Manual.

3. A preliminary layout of the wastewater collection system plan shall be submitted. This preliminary layout is not to be construed as construction plans, but rather a planning document to be used in defining service areas and expansion phases. It should be possible to show this information on a single drawing using a scale of approximately 1"= 200'. Other planning information may be included on this plan such as water mains, but the document shall be legible. As is the case with all planning documents, final construction drawings will show sanitary sewer mains and appurtenances in much greater detail. It is understood final construction drawings may vary to some degree from the preliminary layout of the sanitary sewer system plan.
4. A preliminary layout of the water distribution system plan shall be submitted. This preliminary layout is not to be construed as construction plans, but rather a planning document to be used in defining service areas and expansion phases. It should be possible to show this information on a single drawing using a scale of approximately 1"= 200'. Other planning information may be included on this plan such as sewer mains, but the document shall be easily legible.

As is the case with all planning documents, final construction drawings will show water distribution mains and appurtenances in much greater detail. It is understood final construction drawings may vary to some degree from the preliminary layout of the water distribution system plan.

5. On the CDP, avoid placing water and sewer mains in utility easements, especially where an easement is between two residential lots.
  6. The developer may, at his/her option, submit mathematical models of the Water Distribution System (i.e. -EPANET) or Wastewater Collection System (i.e. - HYDRA) or both, if it is believed that too large of pipe is being required by the Director of Utilities. Under no conditions will pipes smaller than 8 inches diameter be acceptable, except as outlined under Section 4 - Water and Sanitary Sewer Design Criteria. The models shall conform to criteria and requirements; however without these analyses, conservative design criteria will be utilized by the Director of Utilities.
- B. In certain cases, the CDP does not have to be approved by the Planning and Zoning Commission before final platting of the development starts. In cases where final platting can take place prior to completion of the CDP, approval must be granted by the Director of Community Services.

### **Final Plats**

Final plats must be considered in public hearing by the Planning and Zoning Commission, however, the Director of Community Services may approve minor plats to shorten turnaround time in the platting process. Minor plats (short form plats) create

four or fewer lots fronting on an existing street and do not require the creation of new streets or alleys or the extension of municipal facilities. A short form plat may also be for amending a final plat, if it meets the previously stated criteria. The purpose of the short form final plat is basically to correct minor errors in course or distance, show location of monuments, correct scrivener or clerical errors, to relocate a lot line to eliminate building encroachment, all of which are detailed in the subdivision ordinance. The short form replat must not remove or change the deed restrictions. Submittal requirements and approval standards are the same as for other final plats. The Director of Community Services can approve, but not deny, a short form plat. Denial of a short form final plat must be made by the Planning and Zoning Commission within thirty days after the plat is submitted.

In a city's extraterritorial jurisdiction (ETJ), only one governmental entity may regulate subdivisions. Amarillo and counties in which the Amarillo ETJ is located (Armstrong, Carson, Potter, and Randall Counties) have signed inter-local agreements to allow the City of Amarillo to oversee the subdivision platting in Amarillo's ETJ. There are several exemptions where a plat is not required within the ETJ as is detailed in Section 2, Subdivisions, on page 2-13.

General requirements for final platting are:

- A. The storm water management plan (drainage plan) shall be submitted with the proposed final plat or a reasonable time before the final plat is scheduled for review by the Planning and Zoning Commission or the Director of Community Services. For final plats located in the ETJ, construction plans for the streets, alleys, and storm water drainage facilities are required to be approved prior to final plat approval. No final plat in the ETJ will be approved by the Planning and Zoning Commission or the Director of Community Services until these plans are approved by the City. For final plats located inside the City limits, drainage plans must be approved by the Engineering Department prior to final plat approval. For developments located inside the City limits, construction plans for the streets, alleys, water distribution system, and wastewater collection system must be approved prior to issuance of any building permit.

Construction plans shall be reviewed and comments shall be sent by the City to the design engineer and developer within ten working days after the initial date of receipt. All subsequent construction plan reviews shall be completed within five working days after date of receipt. The Engineering Department and the Utilities Division may release final plats for approval during the construction plan review process when the construction plans comply with the overall requirements and adequate progress toward final plan corrections are underway. These construction plans must be formally approved by the City and construction contracts executed prior to construction of any improvements.

For the benefit of the developers, plats may be considered by the Planning and Zoning Commission for tentative approval of the design, but without the formal

review of plans for streets, alleys, storm water drainage facilities, water distribution system and wastewater collection system. If all code requirements are not met at the time of final plat consideration, the plat must formally be denied. State law requires that the City take action on plats within 30 days of submission. Although the final plat must be originally denied, the City will allow the plat to be resubmitted for Planning and Zoning Commission review or for review by the Director of Community Services if it is a short form plat with no new filing fee when final plat changes are made so that it meets City code requirements. Where a CDP has been approved, all construction plans shall substantially conform to the general plan of development.

- B. The street and alley construction plans shall be submitted to and meet Engineering Department requirements. The developer is responsible for correctly backfilling all utility trenches.
- C. The storm water drainage facilities construction plans shall be submitted to the Engineering Department and shall conform to the Storm Water Management Criteria Manual.
- D. The water distribution system and wastewater collection system construction plans shall be submitted to the Utilities Division and shall meet the Utilities Division requirements.
- E. The storm water management plan (drainage plan) listed in "A." above should be substantially complete if not approved by the City before the final plat is considered by the Planning and Zoning Commission or by the Director of Community Services for a short form plat. For final plats located in the ETJ, construction plans for the streets, alleys, and storm water drainage facilities are required to be approved prior to final plat approval. For final plats located inside the City, construction plans for streets, alleys, storm water drainage facilities, water distribution system and wastewater distribution system are required to be approved prior to the issuance of any building permit.
- F. All federal and state requirements such as Pollution Prevention Plans, Trench Safety Systems, Storm Water Management Drainage Plans and Erosion Control Plans shall be complied with by the developer, his consulting engineer, and his contractors. The developer is required to obtain all applicable permits and notices of intent for their development.

### **Utility Companies and other Public Entities Coordination**

The developer is responsible to coordinate all utility procurement, installation and project warranty for the improvements within the plat and on adjacent property when required.

- A. Franchised, certificated and City utilities shall be contacted by the developer to address project viability, accessibility, and tentative construction schedules. The

utility companies shall coordinate their construction with each other and the paving contractor to prevent utility cuts in the completed streets and alleys.

- B. Developer shall coordinate all construction required to complete his subdivision development.
- C. Developer shall require all utilities be installed to be in accordance with City of Amarillo specifications for trenching, backfilling and paving.
- D. The developer and contractor(s) shall guarantee maintenance of all improvements during the one-year warranty period. The City will maintain the improvements after the improvements have been accepted after the warranty period.

### **City Development Oversight Committee**

The City Manager's office has established an internal Development Oversight Committee (DOC) as part of an overall effort to be responsive to the development community. It was created to serve as a forum for developers, engineers, surveyors, or anyone affected by development standards and review to have their concerns and ideas heard by a panel of senior City staff. This Committee meets as needed to resolve problems or disputes between the City departments/divisions and developers, engineers, or surveyors. The Committee members also consider new, innovative ideas in development practices, suggestions in streamlining processes established by the City, or revisions to existing development policies. The Committee consists of the Assistant City Manager, Director of Community Services, Director of Public Works, and the Director of Utilities. Names, phone numbers and e-mail addresses of the Development Oversight Committee members are on **page 1-5**.

Anyone wanting the Committee to address a concern or to consider a development-related topic of interest, shall submit a written request to any member of the Committee clearly stating their appeal or concern as well as suggestions for improvement. The Committee will schedule a meeting date as early as possible in which a quorum (at least 3 of the members) can meet to consider the request. The person submitting the request is invited and encouraged to attend the meeting to discuss the topic with the Committee members. The Committee will not make an immediate decision, but will consider the request and render its decision in writing within 5 working days. Decisions made by the Committee are appealable to the Amarillo City Commission.

The Development Oversight Committee is not intended to supercede the authority or responsibilities of any board appointed by the City Commission. If an ordinance change is recommended by the Committee, it must go through the proper process for considering an ordinance change.

## Frequent Contacts

Name	Title	Phone	City E-mail Address
Alan Taylor *	City Manager	378-3012	Alan.Taylor@ci.amarillo.tx.us
Vicki Covey *	Director of Community Services	378-4222	Vicki.Covey@ci.amarillo.tx.us
Kelley Shaw	Planning Director	378-3020	Kelley.Shaw@ci.amarillo.tx.us
Cris Valverde	Planner II	378-4223	Cris.Valverde@ci.amarillo.tx.us
Scott McDonald	Building Official	378-3045	Scott.McDonald@ci.amarillo.tx.us
Taylor Withrow	Traffic Engineer	378-4218	Taylor.Withrow@ci.amarillo.tx.us
Michael Rice *	Director of Public Works	378-9337	Michael.Rice@ci.amarillo.tx.us
Mike Smith	City Engineer	378-4227	Mike.Smith@ci.amarillo.tx.us
Pete Berzanskis	Asst. City Engineer	378-9336	Peter.Berzanskis@ci.amarillo.tx.us
Emmett Autrey	Director of Utilities	378-4266	Emmett.Autrey@ci.amarillo.tx.us
Steve Miller	Asst. Director of Utilities	378-3035	Steve.Miller@ci.amarillo.tx.us
	Utility Engineer	378-9493	
Xcel Energy (formerly Southwestern Public Service)	(Electric Company)	378-2316	
Atmos Energy (formerly Energas)	(Natural Gas Company)	378-3384	
Southwestern Bell	(Telephone Company)	378-0645	
Suddenlink Communications (formerly Cox)	(Cable Company)	358-4801	

\* Members of the Development Oversight Committee

## Amarillo Land Development Process

### Special Notes:

- Storm water management plans for final plats where required must be approved prior to final plat approval.
- Engineered plans for developments located inside City must be approved prior to issuance of a building permit.
- Street, alley, & drainage plans for ETJ final plats must be approved prior to final plat approval.
- If a drainage plan is approved as part of a conceptual development plan, additional drainage plans are not required prior to final plat approval if final plat(s) substantially conform to the conceptual development plan.

- I. LAND DEVELOPMENT PROCESS BEGINS: Developer contacts Planning Dept. about proposed land development.
- II. Planning Dept. arranges a pre-development conference with developer and City staff.
- III. Developer may simultaneously apply for: Conceptual Development Plan (*optional*), Final Plat Approval and Rezoning (*if not already properly zoned*)
  - A. CONCEPTUAL DEVELOPMENT PLAN APPROVAL (*For details, refer to Page 2-7*)
    1. City and utility companies review the conceptual development plan. For conceptual development plans in the ETJ, the county also provides comments.
    2. Engineered Plans (may be submitted concurrently to respective department/division)
      - 1) Streets, Alleys and Drainage
        - a. Developer submits storm water management plan and street & alley preliminary layout to Engineering Dept
        - b. Engineering Dept. reviews plan & layout & contact developer within 10 working days with any comments. When approved, Engineering Dept. informs Planning Dept.

2. Water and Sewer

- a. Developer submits wastewater collection system & water distribution system preliminary layout to Utilities Div.
  - b. Utilities Div. reviews wastewater collection system preliminary layouts & contacts developer within 10 working days of any comments. When approved, Utilities Div. informs Planning Dept.
3. Developer, developer's engineer, Director of Public Works, Director of Utilities, Director of Community Services or designated representatives meet to discuss conceptual development plan to establish a general plan of development.
4. Planning Dept. returns reviewed conceptual development plan to developer with comments from City and utility companies (and county if the conceptual development plan is in the ETJ).
5. Public Hearing  
Conceptual development plan with approved report for storm water management plan, street & alley layout, wastewater collection & potable water distribution is considered for approval or denial by Planning & Zoning Commission at public hearing.
6. **\*\*\* END OF CONCEPTUAL DEVELOPMENT PLAN PROCESS \*\*\***

**FINAL PLAT APPROVAL** (For details, refer to Page 2-17)

1. City and utility companies review and comment on final plats. For ETJ final plats, the county also provides comments.
2. Drainage
  - a. Developer contracts with a private engineering consulting firm to prepare a storm water management plan. The developer is responsible for actual design cost.
  - b. Developer submits storm water management plan to the Engineering Dept.
  - c. Engineering Dept. reviews storm water management plan and contacts developer within 10 working days with any comments or corrections. When the plan is approved, the Engineering Dept. informs Planning Dept.
3. Planning Dept. returns reviewed final plat to developer with comments from City & utility companies (and county if it is an ETJ plat).



4. Public Hearing

Final plat with approved storm water management plan is considered for approval or denial by Planning & Zoning Commission at public hearing or for approval by Dir. of Community Services if it is a short form plat. (*Note: For residential developments, the property must be properly zoned prior to final plat approval.*)

5. \*\*\* END OF FINAL PLAT PROCESS \*\*\*

IV. LAND DEVELOPMENT PROCESS (after final plat is approved)

B. Developer contacts local utility companies (Xcel Energy, Atmos Energy, Southwestern Bell Telephone, etc.) for provision of utilities other than City water and sewer.

C. Engineered Plans (*submitted concurrently to respective City department/division*)

1. Streets, Alleys and Drainage

a. Developer contracts with a private engineering consulting firm to prepare street and alley plans. The developer is responsible for actual design cost. (At this point, the storm water management plan will already have been approved by the Engineering Dept. prior to final plat approval.)

b. Developer submits street and alley plans to the Engineering Dept.

c. Engineering Dept. reviews street and alley plans and contacts developer within 10 working days with any comments or corrections. When the plans are approved, the Engineering Dept. informs Code Enforcement Dept.

d. Developer hires private contractor to install streets, alleys, and drainage improvements, in accordance with approved plans. Developer submits to the Engineering Dept. for approval: contractor name, insurance certificate, project cost estimate, State & Federal permits, and cut-sheets.

2. Water and Sewer

a. Developer contracts with a private engineering consulting firm to prepare wastewater collection and potable water distribution system plans after notifying Utilities Div.

b. Developer submits plans for wastewater collection and potable water distribution system to Utilities Div.

c. Utilities Div. reviews plans for wastewater collection and potable water distribution systems and contacts the developer within 10 working days

with any comments or corrections. When the plans are approved, the Utilities Div. informs Code Enforcement Dept.

- d. Developer hires private contractor to install wastewater collection and potable water distribution systems in accordance with approved plans. Developer submits to the Utilities Div. for approval: contractor name, insurance certificate, project cost estimate, TCEQ submittal letter, cut-sheets, and trench safety plans.
- D. Engineering Dept. & Utilities Div. coordinates with developer to schedule a pre-construction meeting with the contractor and engineer of record. Engineering Dept. and Utilities Div. each issues a Notice to Proceed Letter to the developer and construction begins.
- E. Streets, alleys, drainage, water and sewer improvements are installed with the City being responsible for construction observation.
- F. ***BUILDING PERMITS MAY BE ISSUED IF STREETS, ALLEYS, DRAINAGE, WATER & SEWER IMPROVEMENTS ARE SECURED FOR CONSTRUCTION AND ALL PLANS ARE APPROVED.***
- V. END OF LAND DEVELOPMENT PROCESS: City accepts improvements with a one-year maintenance warranty.

*Section 2*  
*Subdivision*  
*Regulations*



## Section 2

### Subdivision Regulations

The subdivision and development of land is a complex but vital process that has lasting effects on the physical development of the city. These physical changes not only affect land uses, but also affect the social and economic characteristics of a community. The primary objective of subdivision regulations is to ensure that land, once subdivided, will be an asset to the community and will contribute to the health, safety, convenience, and investment of the city's residents. The purpose of land subdividing (aka platting) is to meet local and State law requirements designed to promote orderly and systematic growth in and around the City. The platting process ensures that a project is located on a legally subdivided lot with proper space for development with necessary easements, roadways, and public facilities. This helps guarantee that public rights-of-way, utilities, community facilities, and other City of Amarillo services, all of which create favorable living conditions, will be available to an area when it is developed. Subdivision regulations, therefore, provide a means of implementing the physical development policy of the Comprehensive Plan.

The regulation of land subdivision is entrusted to the City of Amarillo's governing body by the State. A subdivision plat is required when land is divided for the purpose of sale or transfer of ownership, or when creating a new building site prior to the issuance of a building permit inside the City limits. In accordance with the Texas Local Government Code, the legislative body of the City has appointed the Planning and Zoning Commission to administer the regulations in lieu of themselves. The State, in keeping with the Texas Local Government Code, further allows the City of Amarillo extraterritorial jurisdiction (ETJ) of a five-mile radius from the city limits. In Amarillo's ETJ, only one governmental entity may regulate subdivisions in a city's ETJ. In accordance with State law, the City of Amarillo and counties in which the Amarillo ETJ is located (Armstrong, Carson, Potter, and Randall Counties) have signed inter-local agreements to allow the City of Amarillo to oversee the subdivision platting in Amarillo's ETJ. During the subdivision platting process, county officials are asked to review and comment on the plats within their jurisdiction. There are several exemptions where a plat is not required within the ETJ as discussed on **page 2-13**. The City of Amarillo's Subdivision Ordinance (Chapter 4-6. Platting and Subdivision Improvement and Maintenance) may be accessed via the Internet at: [www.ci.amarillo.tx.us](http://www.ci.amarillo.tx.us) under "Municipal Code."

Subdivision regulations are intended to benefit the subdivider, the City of Amarillo, and the residents of a subdivision. Through proper administration of design standards, the Planning and Zoning Commission or Planning Department may recommend changes to proposed subdivision plats which will not only improve their design, but may also reduce development costs. By creating building sites in agreement with the standards outlined in the subdivision regulations and with proper zoning compliance, builders are able to obtain building permits for construction. Adherence to subdivision regulations provides

the City with land development that has the provision for or extension of all necessary improvements for occupancy.

Each time land is subdivided, it influences the basic physical form of the city. Once a subdivision is completed and the final plat recorded at the applicable county clerk's office, it becomes a fixed part of the community and any additional changes could involve costly expenditures. Expensive alterations are prevented by recognizing accepted procedures and standards of development for the handling of subdivisions and installation of improvements.

### **Preliminary Conference Between the Developer and the City of Amarillo**

The first step in the planning and/or platting process is the preliminary conference between the developer and the Planning Department. These conferences allow for close cooperation and interaction between parties. Preliminary development discussions also lead to substantial cost savings in that subdivision design modifications may be made prior to engineering plans.

The preliminary conference should be scheduled prior to the developer initiating work on the preparation of a conceptual development plan (CDP). It is during this meeting that the developer presents an analysis of a future subdivision site and the proposed development design to the Planning Department for review, suggestions, and modifications, if necessary. The Planning Department will have representatives of the Engineering Department, Utilities Division, and any other needed department involved in development at the preliminary conference.

In terms of the preliminary conference in Amarillo, the City staff prefers that the developer submit copies of the property sketch, topographical survey, and proposed general development plan prior to conducting the conference. This enables the City staff to comprehensively review the development intentions and make concise recommendations, thereby minimizing time and expense for the developer. This pre-submission of material also allows for review, if requested, by other City departments such as Engineering, Utilities, Traffic Engineering, Parks and Recreation Departments, and private utility companies such as Xcel Energy (formerly Southwestern Public Service), Atmos Energy (formerly Energas), and Southwestern Bell Telephone Companies. In many cases, the discussion of a future development at this point in time may require confidentiality. In situations such as this, the Planning Department will provide the review and analysis necessary while maintaining confidentiality.

At the preliminary conference, one or more members of the City staff will review the development plans with the developer. This extensive discussion will include not only design recommendations but also current subdivision and development, zoning, and other City ordinance requirements related to platting and physical development. Through this complete discussion, the developer should be aware of all requirements to be faced in the later subdivision platting phases. The review, analysis, and consultation

on land development projects are performed by the Planning staff at no cost to the developer.

### **Preparation of a Conceptual Development Plan**

Upon completion of the preliminary conference, the developer should initiate the preparation of a CDP. This document is probably the most important that the developer will prepare during the entire development process.

The primary objective of a CDP is to provide the City of Amarillo and local franchised utilities the information necessary to review, approve, and later implement the proposed subdivision development plan. This allows not only the developer but the City and local utility companies to plan for future capital improvements and minimize required development costs. Once approved, the CDP becomes the developer's basic item of reference related to construction of streets, drainage facilities, utilities, and other major improvements. Usually, after the coordination of these proposed improvements, it is unlikely that major revisions or modifications will be necessary at some later stage in the subdivision approval and development process.

It should be noted that CDPs may not be necessary in small subdivisions where the land has previously been platted or the development proposed is of such nature that extensive planning effort is not required. The CDP, therefore, is primarily for larger scale developments, especially those which are to be developed in phases or units over a period of time.

The Platting and Subdivision Improvement and Maintenance Ordinance of the City of Amarillo provides basic regulations concerning the preparation, submission procedure, and approval of CDPs. Specific requirements for each of these topics are detailed as follows:

### **Content of a Conceptual Development Plan**

The Platting and Subdivision Improvement and Maintenance Ordinance states that CDPs should contain the following information:

- a. Proposed name of the development - The development name shall not duplicate, be the same in spelling, or alike in pronunciation with any other previously recorded subdivision.
- b. Developer information - The names and addresses of the developer, and person(s) responsible for preparing the CDP.
- c. Date, scale, north arrow - The date of the CDP preparation, scale of the plan, and north arrow.

- d. Topography - Topographical information, equivalent to two-foot contour lines, shall be shown with the contour lines not to be more than one-hundred (100) horizontal feet apart. Contour lines shall be based on North American Vertical Datum 1988 and specified on the CDP. Significant planimetric features should be shown.
- e. Existing streets, alleys, easements, public areas, and buildings - The location and names of existing or platted streets, alleys, public and private easements, railroad rights-of-way, parks, permanent buildings, and other public areas on or adjacent to any part of the land.
- f. Proposed streets, easements, lots, blocks and sites for public use - The location and proposed names of streets, along with all proposed alleys, easements, lots, blocks, parks and other public spaces.
- g. Zoning and land use - The existing zoning classifications for the property, along with all proposed zoning classifications or reclassifications. In addition, all proposed land uses shall be designated by type and size either in acreage or number of lots.

In an effort to maintain continuity and to establish an overall comprehensive system of storm water management, wastewater collection, and potable water distribution, as well as a logical system of streets and alleys, the following must occur prior to approval of the CDP.

The preliminary report and layouts shall be reviewed and comments shall be sent by the City to the developer's engineer and developer within ten working days after the initial date of receipt. All subsequent preliminary reports and layout reviews shall be completed within five working days after date of receipt. The Engineering Department and the Utilities Division may release CDPs for approval during the preliminary report and layout review process when the report/ layouts comply with the overall requirements and adequate progress toward corrections are underway.

- h. Storm Water Management - The developer is to submit to the Engineering Department a preliminary report prepared by the developer's engineer identifying proposed drainage facilities. The report should include basic and general analysis and solutions.
- i. Wastewater Collection System - The developer is required to submit a preliminary layout of the proposed wastewater system.
- j. Potable Water Distribution System - A preliminary layout of the proposed potable water distribution system.
- k. Street and Alley System - A preliminary layout of the proposed street and alley system.



- I. The developer, the developer's engineer, the Director of Public Works, the Director of Utilities and the Director of Community Services, or designated representatives, shall meet to discuss the CDP and establish a general plan of development. The preliminary plans mentioned in h. through k. above shall be reviewed for overall workability but do not need to be specific in design. This meeting will serve as a means to provide general information to establish a plan for future development.

For an illustration, please see Example of Conceptual Development Plan on **page 2-6**.

### **Submission of a Conceptual Development Plan**

A CDP is to be submitted to the Planning Department office for consideration. The official submission dates and meeting dates of the Planning and Zoning Commission are prepared annually in December for the following calendar year and copies of these dates may be obtained for use in CDP or final plat scheduling. The typical time period from submission of this type of item to final approval is approximately 30 days.

At the time of submission of a CDP, an original plus 16 copies plus the required monetary filing fee (which is utilized to defray part of the cost of staff time) must be provided. The CDP is not deemed to be officially filed for review and consideration unless these conditions are met. The CDP is then distributed to various City departments and utility companies typically responsible for land development review. Upon the receipt of comments from these entities, the Planning staff will complete a written review of the plan and return it to the developer or his agent for corrections or other items necessary for the plan to be in proper order prior to the Planning and Zoning Commission meeting. In addition to preparing a written review to the developer, the Planning staff also provides a written report to the Planning and Zoning Commission, including all pertinent aspects, and a recommendation concerning the status of the CDP.

### **Approval Procedure for a Conceptual Development Plan**

The Planning and Zoning Commission, being the delegated approving body for CDPs, shall determine whether a CDP is to be approved outright, approved with revisions or changes, or denied. All decisions take into consideration staff analysis and recommendations and are based on the designation of appropriate design and land use standards in compliance with the requirements of the Platting and Subdivision Improvement and Maintenance Ordinance.

If it is the desire of the Planning and Zoning Commission to approve the CDP outright, then a dated notation is placed on the plan along with the signature of the Director of Community Services for the City of Amarillo stating the plan has received approval. A CDP is not filed of record. Because it is not filed of record the approval of this item does not constitute acceptance of a final plat. Only the review, approval, and filing of record

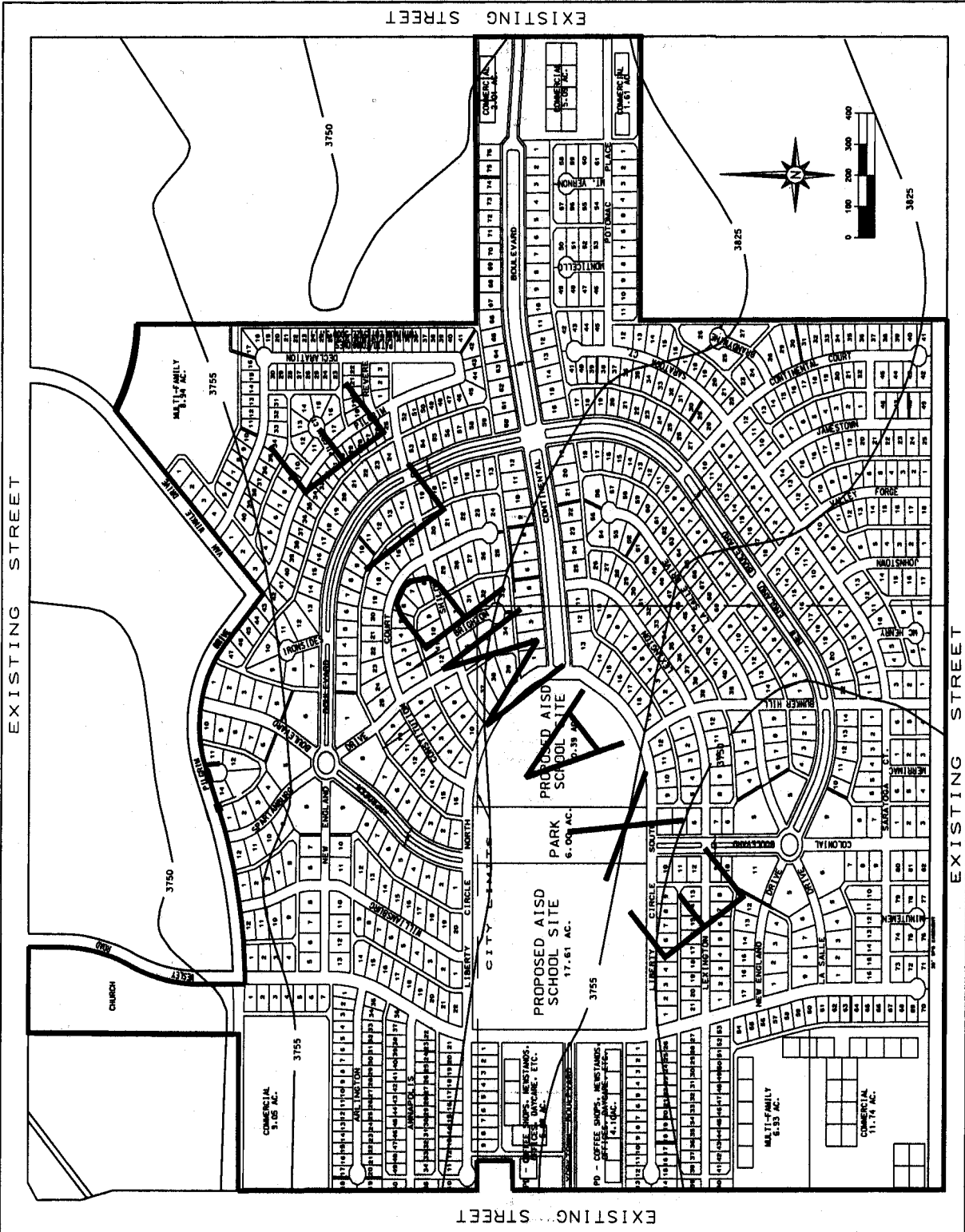
of a final plat accomplishes this. If the proposed plan is approved with minor modifications, then the same approval procedure is followed as mentioned above with the exception that the modifications are expressly noted on the plan.

Once approved, a copy of the CDP shall also be submitted to the Planning Department in digital format via computer diskette or compact disk that is compatible with the City of Amarillo's computer-aided design/drafting (CADD) system. MicroStation is the Windows NT (New Technology) system currently used by the City.

If a CDP is not found to be in order through non-compliance with the Platting and Subdivision Improvement and Maintenance Ordinance, design problems, or inappropriate land use intentions, the Planning and Zoning Commission shall deny the plan. No CDP will be approved that does not apply proper principles of subdivision design. Reconsideration of a denied CDP may take place only after the plan is resubmitted with a new filing fee paid.

Finally, a CDP, at the time of Planning and Zoning Commission review, may not be ready for action due to development problems or other circumstances. In this case, the CDP is denied for a specific period of time to allow resolution of any and all deficiencies. The complete process from initial submission to final action on a CDP is shown by the Conceptual Development Plan Approval Process on **page 2-7**.

With the approval of a CDP, the developer also receives the assurance that conditions related to the plan will not change. This allows a subdivider to proceed with final platting arrangements with the understanding that the concept shown on the CDP will remain unchanged. For the CDP to remain a valid planning tool, final plats should essentially follow the CDP. However, minor adjustments providing more precise details regarding the development are allowable. It should be noted that CDPs approved by the Planning and Zoning Commission prior to January 1, 2001 will expire on May 11, 2004. For CDPs approved on or after January 1, 2001, the CDP expires on the third anniversary of the date it was approved by the Planning and Zoning Commission.



# NAME OF CONCEPTUAL DEVELOPMENT PLAN

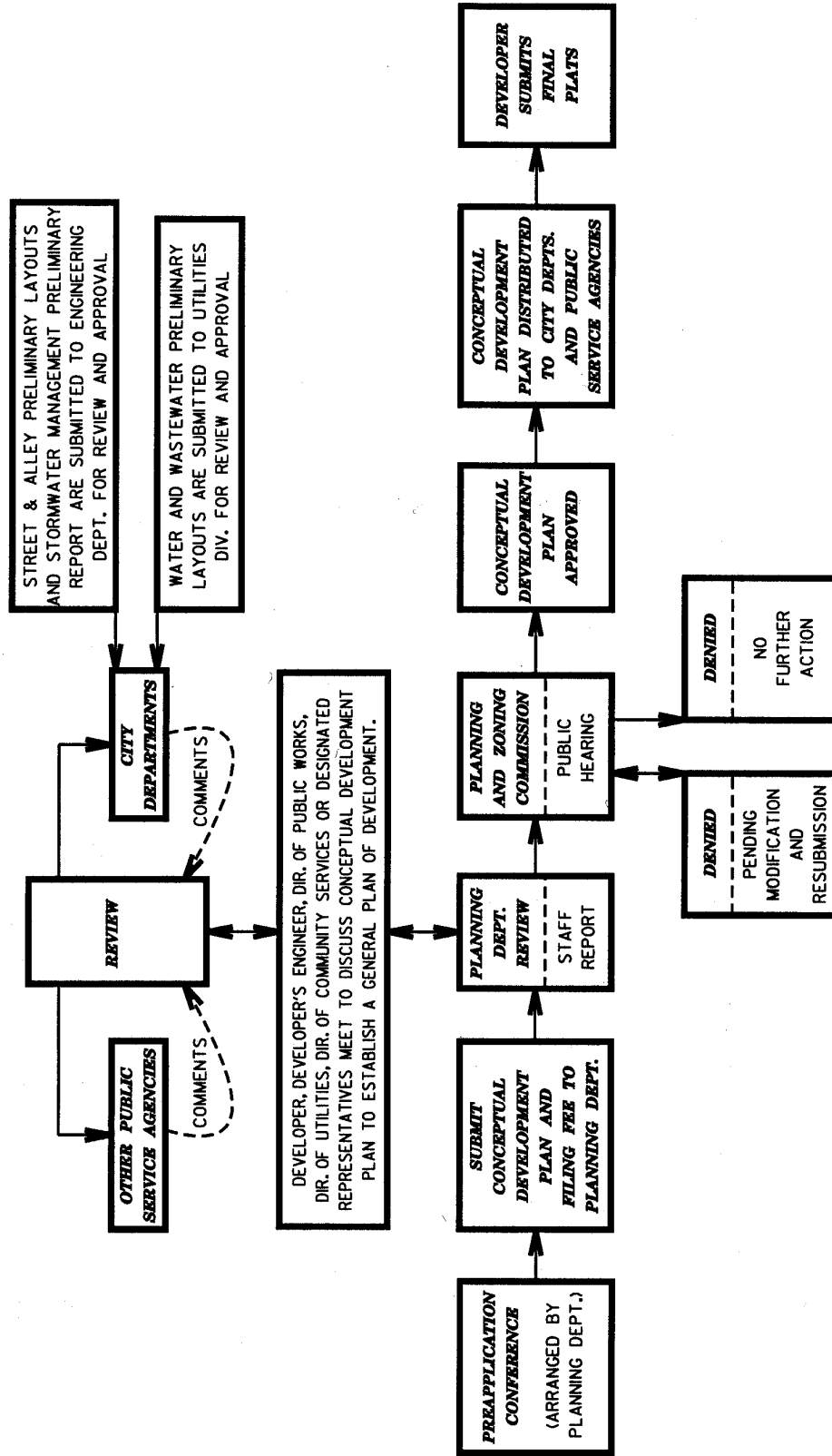
A 409.43 ACRE TRACT BEING AN URBAN SUBDIVISION AND AN ADDITION TO THE CITY OF AMARILLO, IN SECTION 10, BLOCK 10, A. B. & M. SURVEY, RANDALL COUNTY, TEXAS

Prepared By: Best Company Inc.  
 Developer: BEST DEVELOPMENT  
 1234 STREET  
 AMARILLO, TEXAS 79100  
 (806) 123-4567

Land Use Description	Units	Summary Acres
Commercial	105	36.66
Office/Townhomes	111	15.22
High Density	160	17.19
Single Family 160'-x120'	431	81.07
Single Family 170'-x120'	169	37.27
Single Family 180'-x120'	198	43.25
Single Family 135'-x150'	12	26.00
City Park		6.00
Church		8.23
Street R.O.W.		74.91
Alley R.O.W.		24.44
Fire Choke		2.86
Misc. Green Areas		2.90
<b>TOTAL</b>		<b>409.43</b>

- NOTES:
- \* LOTS OUTSIDE THE CITY LIMITS WILL REQUIRE FUTURE ZONING AND AMENATION AND USE ON THIS PLAN REPRESENT INTENDED INTENTIONS OF THE DEVELOPER, AND ARE NOT INTENDED EITHER AS A REQUEST FOR APPROVAL OF THOSE USES BY THE CITY, OR A COMMITMENT BY THE DEVELOPER THAT ZONING FOR OTHER USES WILL NOT LATER BE REQUESTED.
  - \* ALL LOTS SHOWN ARE UNIMPROVED, AND ARE NOT TO BE IMPROVED BY THIS PRELIMINARY PLAN. LOCATION OF THESE EASEMENTS IS SUBJECT TO CHANGE.
  - \* ALL STREETS HAVE 50' R.O.W., UNLESS OTHERWISE NOTED.
  - \* ALLEYS HAVE 20' R.O.W. CAL-DE-SACS HAVE 50' RADIUS.
  - \* CONTOUR LINES ARE BASED ON NAVD 88 DATUM.

## Conceptual Development Plan Approval Process



**Note:** Street and alley preliminary layouts & stormwater management preliminary report must be approved by the Engineering Dept. and water and wastewater preliminary layouts must be approved by the Utilities Div. prior to approval by the Planning and Zoning Commission.

## Preparation of a Final Plat

After a developer has met requirements and received approval of a CDP by the Planning and Zoning Commission, then the final platting process may be initiated. The final plat represents the last opportunity for both the developer and the City to propose, review, and comment on a future subdivision. The final plat typically includes numerous lots, streets, easements, and other rights-of-way to be dedicated to the public.

If an approved CDP exists, the final plat and its accompanying data should conform to that design. The final plat will differ from the CDP only to the extent that more extensive and precise information such as dimensions, bearings, curve data, ownership dedication, etc., is provided as part of the plat.

## Content of a Final Plat

The final plat literally implies that the information shown must be precise and correct. The final plat will be utilized as a basis for the actual placement of physical improvements on the ground.

The plat shall comply with the General Rules of Procedures and Practices of the Texas Board of Professional Land Surveyors. The Amarillo Platting and Subdivision Improvement and Maintenance Ordinance is also quite specific concerning preparation, filing procedure, and approval of final plats. The Ordinance requires that final plats contain the following information:

1. Proposed name of subdivision and applicable unit or addition - Any plat in a previously-platted section or addition should utilize the subdivision name previously accepted by the City. In those areas where a definite plat name cannot be determined, the Planning Department shall be responsible for the official plat name designation.
2. Names of adjacent subdivisions - Names of adjacent developed and recorded subdivisions.
3. Location or vicinity sketch - A location or vicinity sketch of the general area of development.
4. Areas dedicated and reserved for public use - The accurate delineation of dimensions and bearings of any area to be dedicated or temporarily reserved for public use or for the use of inhabitants of the subdivision.
5. Owners' acknowledgment - An acknowledgment by the owner of adoption of the plat and dedication of streets, alleys, easements, and other areas of public concern. (The owner's acknowledgment can take several forms, i.e., single, joint, or corporate acknowledgments; however, the terminology and content of each remains basically the same.)

6. Notary certificate and seal - An acknowledgment of the owner's signature on the plat by a notary public.
7. Coordinates - Two permanent monuments shall have the Texas State Plane Coordinates determined and labeled on the plat.
8. Adjacent property platting information - An indication of all existing platting information for adjacent property with county deed records volume and page numbers.
9. Date, scale, north arrow - The date of the final plat preparation, map scale and north arrow.
10. Boundary description and location or vicinity sketch - The complete boundary description of the property by metes and bounds, section, block, survey, county, and state.
11. Perimeter boundary - The perimeter boundary of the subdivision shown by a heavy line with dimensions, bearings, and overall computed acreage for the development.

The documents described below shall be submitted for review. The construction plans shall be reviewed and comments shall be sent by the City to the design engineer and developer within ten working days after the initial date of receipt. All subsequent construction plan reviews shall be completed within five working days after date of receipt. The Engineering Department and the Utilities Division may release final plats for approval during the construction plan review process when the construction plans comply with the overall requirements and adequate progress toward plan corrections are underway. These construction plans must be formally approved by the City and developers letter agreement executed prior to construction of any improvements.

12. **Storm Water Management.** A drainage plan must be submitted for review with the final plat identifying existing and proposed hydrology and hydraulics of the development and the proposed storm water drainage system. The plan, prepared and sealed by a Texas licensed professional engineer, shall provide specific solutions, detailed analysis of the drainage basin, and the capacity of the existing and proposed facilities within the development and adjacent property. The plan shall describe the treatment of drainageways for safety, maintenance and protection of both public and private property. The storm drainage system and all proposed facilities shall comply with the Storm Water Management Criteria Manual.

For final plats located within the ETJ, the following information must be submitted for review:

13. Wastewater Collection System (where necessary to serve the development) - A plan and profile, prepared and sealed by a Texas licensed professional engineer, that identifies the wastewater collection system including existing and proposed contours, proposed main sizing, manhole invert elevations, and associated appurtenances. A benchmark elevation shall be provided with a location description.
14. Potable Water Distribution System (where necessary to serve the development) - A plan, prepared and sealed by a Texas licensed professional engineer, that identifies the potable water distribution system including proposed main sizing, locations of valves and fire hydrants and associated appurtenances. A benchmark elevation shall be provided with a location description on plans requiring a waterline profile.
15. Street and Alley System - Street and alley plans, prepared and sealed by a licensed professional engineer, shall include geometric layout, longitudinal grades, typical paving sections and width.
16. Drainage Facilities System - Drainage facilities plans prepared and sealed by a licensed professional engineer shall include geometric layout, longitudinal grades, pipe type and size, inlets, channels and typical section as determined from the drainage plan and street and alley system.

For illustrations of plats, please refer to Example of Final Plat on **page 2-15** and Example of Replat on **page 2-16**.

### **Submission of a Final Plat**

Final plats must be considered in public hearing by the Planning and Zoning Commission; however, the Director of Community Services may approve minor plats to shorten turnaround time in the platting process. Minor plats (short form plats) create four or fewer lots fronting on an existing street and do not require the creation of new streets or alleys or the extension of municipal facilities. A short form plat may also be for amending a final plat, if it meets the previously stated criteria. The purpose of the short form final plat is basically to correct minor errors in course or distance, show location of monuments, correct scrivener or clerical errors, to relocate a lot line to eliminate building encroachment, all of which are detailed in the subdivision ordinance. The short form replat must not remove or change the deed restrictions. Submittal requirements and approval standards are the same as for other final plats. The Director of Community Services can approve, but not deny, a short form plat. Denial of a short form final plat must be made by the Planning and Zoning Commission within thirty days after the plat is submitted.

A final plat is to be submitted to the Planning Department office for consideration. As noted previously, the official filing dates and meeting dates of the Planning and Zoning Commission are prepared annually and copies of these dates may be obtained for use

in plat scheduling. The typical time period from final plat submission to final approval and filing of record is approximately 30 days.

A replat must be signed by the owners of the property which is to be replatted and must be reviewed by the Planning and Zoning Commission in public hearing although a short form plat or replat may be approved by the Director of Community Services without a public hearing. A newspaper notice is required to publicize the public hearing as well as written notice to the property owners in the original subdivision that are within 200 feet of the property proposed for replatting. The notice requirement applies to areas to be replatted, which were limited to single family residences or duplexes within the immediate preceding five years. It should be noted that replatting may change lot size and shape, building setbacks, streets, utility easements, etc., however, the replat may not alter or remove legally recorded deed restrictions.

If a proposed replat is protested, it must receive the affirmative vote of at least three-fourths of the Planning and Zoning Commission in order to be approved. For a legal protest, written instruments signed by the owners of at least 20 percent of those notified by mail must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area for a protest, the area of streets and alleys shall be included.

When submitting a final plat or replat, an original and 17 copies plus the necessary filing fee must be provided. Because of legal requirements, a plat is not deemed to be officially filed until these actions have taken place. In addition, for plats that have three or more lots or that have right-of-way or easements to be dedicated to the public, a copy of the plat shall also be submitted to the Planning Department in digital form via computer diskette that is compatible with the City of Amarillo's computer aided design/drafting (CADD) system. MicroStation is the Windows NT (New Technology) system currently used by the City. It should be noted that a corrected, final copy of the final plat or replat is required to be submitted to the Planning Department after the plat is approved.

As with a CDP, final plats are distributed to local utility companies and City departments involved in subdivision development. These entities review the plat for utility, engineering, or related service needs and provide comments to the Planning Department. Upon receipt of these comments, the Planning staff will complete a written analysis of the plat and return the analysis to the developer or the surveyor. This written analysis is provided in order to allow the developer to resolve any problems prior to its being considered by the Planning and Zoning Commission. The Planning Department also provides a written staff report to the Planning and Zoning Commission relating any and all important aspects of the plat and a recommendation concerning what action the Commission should take.



## **Approval Procedures for a Final Plat**

Both the Texas Local Government Code and the Amarillo Platting and Subdivision Improvement and Maintenance Ordinance consist of specific requirements related to the approval of final plats. These requirements primarily state that the Planning and Zoning Commission must act upon a final plat within 30 days after filing unless the developer or owner in written form requests an additional time limit extension be made. If no action is taken on the final plat by the Commission within the 30-day or extended period, then the plat shall be deemed approved and may be filed of record with the county in which the plat is located.

If the final plat is deemed approved due to no action being taken by the Planning and Zoning Commission, it should be pointed out that prior to filing the final plat of record, a certificate must be affixed on the face of the document. This certificate must show the filing date, a statement noting failure of the Planning and Zoning Commission to take action, and the subsequent date of the certificate preparation. This certificate acts in lieu of official approval and will allow the plat to be legally filed of record by the applicable county clerk.

In the City of Amarillo, the Planning and Zoning Commission is the approving body for plats, although the Director of Community Services may approve a short form plat. After Planning Department analysis and recommendation, the Planning and Zoning Commission determines whether a final plat or replat will be approved or denied. All decisions are predicated on compliance with the requirements of the Platting and Subdivision Improvement and Maintenance Ordinance and the designation of appropriate land use standards and physical design. If a final plat is found to be in order and is approved by the Planning and Zoning Commission, then a dated, approved statement acknowledged by the Planning and Zoning Commission chairman is placed on the plat. The plat is then processed by the Planning Department and filed of record in the deed records of the county in which the plat is located.

Once approved, a corrected, final copy of the final plat or replat shall also be submitted to the Planning Department in digital format via computer diskette that is compatible with the City of Amarillo's computer-aided design/drafting (CADD) system. MicroStation is the Windows NT (New Technology) system currently used by the City.

If a plat is found to not meet the requirements of the Platting and Subdivision Improvement and Maintenance Ordinance by containing improper land activity designations or design problems, delinquent taxes are due against the property within the plat, or the area is subject to flooding and does not have proper flood hazard notation, then the Planning and Zoning Commission is required to deny the plat. Plats that are denied because of technical problems or because drainage plans have not been released by the Engineering Department may be brought back before the Commission for later consideration without resubmission of a new plat or filing fee. For plats that are denied entirely, the developer must reinitiate the final plat process from

the beginning of the process, including payment of a new filing fee, in order to be considered further. Either way, the decision on the type of final plat denial is solely that of the Planning and Zoning Commission and is determined at time of consideration.

During the 2001 Texas Legislative Session, legislation was passed requiring that in a city's extraterritorial jurisdiction (ETJ), only one governmental entity may regulate subdivisions. Amarillo and counties in which the Amarillo ETJ is located (Armstrong, Carson, Potter, and Randall Counties) have signed inter-local agreements to allow the City of Amarillo to oversee the subdivision platting in Amarillo's ETJ. There are several exemptions where a plat is not required within the ETJ as is detailed on **page 2-13**. In addition, the signature of the Director of Environmental Health is necessary in order for the plat to be filed of record.

If the Planning and Zoning Commission denies the plat, the plat cannot be filed of record. A diagram of the complete process from submission to final action on final plats is shown in the illustration, Subdivision Approval Process on **page 2-17**.

### **Filing Plats of Record**

The requirements for filing a plat of record differs depending upon which county (Potter or Randall) that the plat is located and depending upon whether the plat is inside the Amarillo city limits or within the City's ETJ. The requirements for Potter and Randall Counties are separately discussed below.

#### ***Potter County***

Because of Potter County's standards for filing plats of record, the City of Amarillo requires the following:

- All Potter County plats shall be drawn either on 18" x 24" or 24" x 36" sheets. Subdivisions requiring more space shall be drawn on multiple sheets using the above sizes only. Each page shall be numbered, for example 1 of 1, 1 of 2, 2 of 2.
- For all Potter County plats located within the city limits of Amarillo, surveyors or developers returning their corrected plats to be considered by the Planning and Zoning Commission shall provide:
  1. The original drawing with original signatures. This drawing will be returned to the surveyor;
  2. One full-size photographic mylar reproduction produced on Kodak A4 auto-positive film, or equivalent, with original signatures (non-returnable);
  3. Four blue line / black line copies of the original (non-returnable); and

4. One 82" x 14" photo mechanical transfer (PMT) with original signatures (non-returnable).
- For all Potter County plats located in the ETJ of Amarillo, surveyors or developers returning their corrected plats to be considered by the Planning and Zoning Commission shall provide the same items listed in 1 through 4 above.

### ***Randall County***

Because of Randall County's standards for filing plats of record, the City of Amarillo requires the following:

- For Randall County plats located within the city limits of Amarillo, surveyors or developers returning their corrected plats to be considered by the Planning and Zoning Commission shall provide:
  1. The original drawing with original signatures. This drawing will be returned to the surveyor;
  2. Four blue line / black line copies of the original (non-returnable); and
  3. One 82" x 14" photo mechanical transfer (PMT) with original signatures (non-returnable).
- For all Randall County plats located in the ETJ of Amarillo, surveyors or developers returning their corrected plats to be considered by the Planning and Zoning Commission shall provide the same items listed in 1 through 3 above.

### **Subdivision Platting in Amarillo's ETJ**

The City of Amarillo and the counties in which Amarillo's ETJ is located (Armstrong, Carson, Potter and Randall Counties) have signed official inter-local agreements that the City of Amarillo will oversee platting in Amarillo's five-mile ETJ. The City has the exclusive authority to approve or deny plats and required plans for streets, alleys, and storm water drainage facilities in the ETJ, in accordance with City regulations. Streets, alleys, or storm water drainage facilities in the ETJ must meet City design and construction standards. A plat is required in order for the property to be connected to a public utility, such as electricity.

There are several exceptions where a plat is not required within the ETJ. The exceptions are primarily county requirements set forth in State law that are honored by the City of Amarillo when enforcing platting laws in its ETJ. The exceptions are:

1. Division of land owned by the State, State agency, board, commission or owned by the permanent school fund or any other dedicated funds of the State UNLESS the owner lays out streets, alleys, squares, parks, or other parts of the tract intended to

be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts.

2. Division of land into four or fewer parts AND is to be transferred to a relative of the owner related within the third degree by blood or marriage.
3. Division of land into two or more parts if:
  - a. The owner is a political subdivision of the State, the land is situated in a floodplain, AND the lots are sold to adjoining landowners.
  - b. The owner does not lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts, AND meets at least one of the following provisions:
    - (1) All the lots are greater than 5 acres in size. (*Note: The City's exception of "greater than 5 acres" is less restrictive than the counties' "10 or more acres" exemption.*)
    - (2) All the lots are sold to veterans through the Veterans' Land Board program.
    - (3) One new part is to be retained by the owner, and the other new part is to be transferred to another person who will further subdivide the tract subject to plat approval requirements.
    - (4) All parts are transferred to persons who owned an undivided interest in the original tract and a plat is filed before any further development of any part of the tract.

When the ETJ plat is submitted to the Planning Department for processing, the developer must arrange for drainage facilities and paving plans to be submitted for review and approval to the City Engineering Department. For those plats located in the ETJ, the Engineering Department will forward a copy of the drainage and paving plans to the appropriate county road superintendent for review and comment. All engineered plans shall meet City standards.

Once the plans are approved and the plat meets all City ordinances and State law requirements, the plat will be approved by the Amarillo Planning and Zoning Commission. An agreement between the developer and the City will be executed that provides the public improvements at the developer's expense. During construction, the City Engineering Department will observe the construction. After construction is completed and final acceptance is given by the City Engineering Department, the public facilities (i.e. street paving) will become the responsibility of the county in which the

property is located. A one-year maintenance bond from either the developer or contractor is required for the public improvements after final acceptance. Any pavement failures during the one-year warranty period will be repaired by the developer and/or contractor.

### **Conceptual Development Plan and Final Plat Checklist**

The developer is responsible for making sure all the requirements are met on a CDP or final plat, prior to submission to the Planning Department. Whenever a CDP or final plat is submitted for review and consideration, the Planning Department staff is responsible for ensuring that all requirements are addressed. The final plat checklist parallels previously listed content information and it can also aid developers in reviewing their plat prior to official submission. The final plat checklist can also be used as an informal guide in the preparation of a CDP. Through the use of this checklist beginning on **page 2-18**, it should be possible for the developer to be confident that a plat is submitted in proper order, thereby alleviating lost time and expense.

# Example of Final Plat

## WINDSOR SQUARE UNIT NO. 4

A PLAT OF AN UNPLATED 29.130 ACRE TRACT  
OF LAND OUT OF SECTION 30, BLOCK 9,  
O. S. F. SURVEY, RANDALL COUNTY, TEXAS



- PROPERTY DESCRIPTION**
- 1. AN UNPLATED TRACT OF LAND OUT OF SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING RECORDED BY PLAT NO. 401 OF THIS VOLUME.
  - 2. THE CORNER OF SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF THE EAST 1/4 OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS.
  - 3. THE CORNER OF SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF THE EAST 1/4 OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS.
  - 4. THE CORNER OF SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF THE EAST 1/4 OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS.
  - 5. THE CORNER OF SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS, BEING THE CORNER OF THE EAST LINE OF THE EAST 1/4 OF SAID SECTION 30, BLOCK 9, O. S. F. SURVEY, RANDALL COUNTY, TEXAS.

**CURVE TABLE**

CURVE NO.	ANGLE IN DEGREES	CHORD FEET	ARC FEET	TANGENT FEET	CHORD BEARS
1	90	100.000	100.000	0.000	100
2	180	200.000	200.000	0.000	200
3	270	300.000	300.000	0.000	300
4	360	400.000	400.000	0.000	400
5	450	500.000	500.000	0.000	500
6	540	600.000	600.000	0.000	600
7	630	700.000	700.000	0.000	700
8	720	800.000	800.000	0.000	800
9	810	900.000	900.000	0.000	900
10	900	1000.000	1000.000	0.000	1000

- NOTES**
1. THIS PLAT IS FOR THE AMARILLO ETC.
  2. ALL LOTS ARE 18' WIDE ON LOT LINE.
  3. P.U.E. = PUBLIC UTILITY EASEMENT
  4. NOT TO BE CONSIDERED AS A CONVEYANCE OF ANY KIND.
  5. STATE MAP COMMUNITY PLAN, NO. 808200000.
  6. 1/2" SEPARATION WITH YELLOW PLASTIC CAP.
  7. INFORMATION ON THESE NOTES IS DATA FROM RECORDS APPROVED DOCUMENTS.
  8. 2" x 4" TRANSPARENT PAPER EASEMENT DEDICATION.

**CERTIFICATE**

I, DO HEREBY CERTIFY THAT THIS PLAT IS IN ACCORDANCE WITH THE CITY PLATTING AND RECORDING COMMISSION OF AMARILLO, TEXAS, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1983.

CHAUHAN \_\_\_\_\_

GRANTEE'S ADDRESS IS: \_\_\_\_\_

THE CITY OF AMARILLO, AMARILLO, TEXAS 79106-0001

FILED OF RECORD \_\_\_\_\_

STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

(OFFICIAL) \_\_\_\_\_

NOTARY PUBLIC, STATE OF TEXAS

**APPROVAL**

APPROVED BY THE CITY PLATTING AND RECORDING COMMISSION OF AMARILLO, TEXAS, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1983.

CHAUHAN \_\_\_\_\_

GRANTEE'S ADDRESS IS: \_\_\_\_\_

THE CITY OF AMARILLO, AMARILLO, TEXAS 79106-0001

FILED OF RECORD \_\_\_\_\_

STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

(OFFICIAL) \_\_\_\_\_

NOTARY PUBLIC, STATE OF TEXAS

SUBMITTED BY: **KELLEY & ASSOCIATES**

**J.L. KELLEY**  
REGISTERED PROFESSIONAL LAND SURVEYOR  
P.O. BOX 117  
AMARILLO, TEXAS 79108

2. UNCORRECTED COPY OF THIS INSTRUMENT IS ON FILE IN THE OFFICE OF THE COUNTY CLERK OF RANDALL COUNTY, TEXAS.

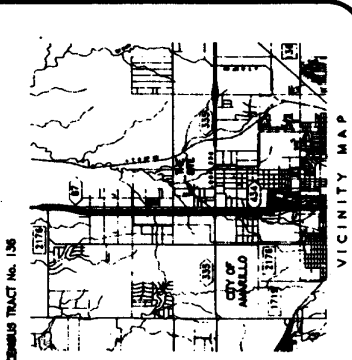
**KELLEY & ASSOCIATES**  
LAND SURVEYORS  
REGISTERED PROFESSIONAL LAND SURVEYORS  
AMARILLO, TEXAS 79108  
PHONE: 352-1281

# Example of Replat

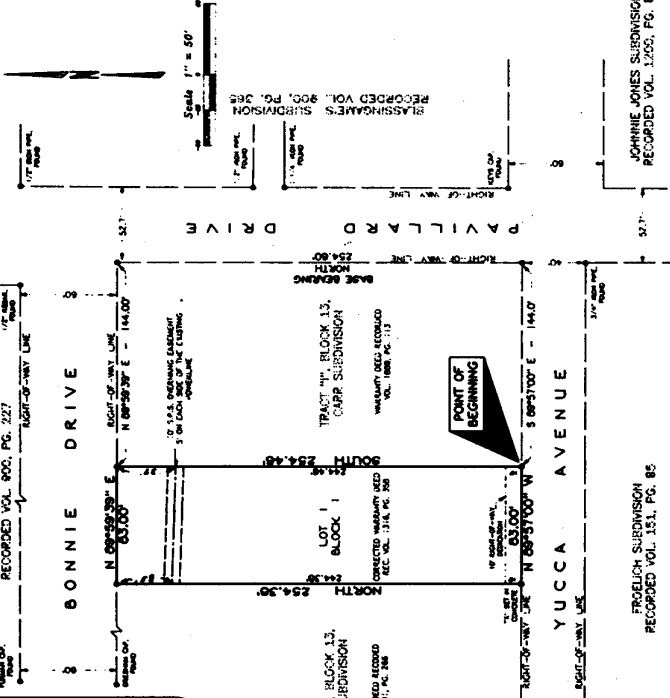
## TASCOSA ACRES UNIT No. 3

AN ADDITION TO THE CITY OF AMARILLO BEING A REPLAT OF A PORTION OF TRACT "T", BLOCK 13, CARR SUBDIVISION OF THE NORTH 1/2 OF SECTION 160, BLOCK 2, A.B. & M. SURVEY, POTTER COUNTY, TEXAS, AS RECORDED IN VOLUME 51, PAGE 594, DEED RECORDS OF POTTER COUNTY, TEXAS.

TASCOSA ACRES UNIT No. 2  
RECORDED VOL. 900, PG. 227



VICINITY MAP



### NOTES:

1. THIS PLAT IS NOT IN A FLOOD HAZARD AREA, ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD ZONING MAPS, EFFECTIVE JULY 18, 1982.
  2. THIS PLAT IS NOT WITHIN THE AMARILLO E.L.A.
  3. INFORMATION IN PARAGRAPHS ( ) QUOTES DATA FROM THE ORIGINAL SURVEY.
  4. THIS PLAT WAS APPROVED ON THE GRASS AND MOUNTAINED THE 15th DAY OF OCTOBER, 1983.
  5. BEARINGS BASED ON PREVIOUS SURVEY DATA.
- \* 1/2" REBAR WITH RED PLASTIC CAP STAMPED "VELLY" TO BE SET FOR PROPERTY CORNER. RETURNED TO AS 18-C-07
- \* "T" CUT IN CONCRETE DRIVEWAY

### LEGAL DESCRIPTION

A 0.1040 acre tract of land being portion of Tract "T", Block 13, Carr Subdivision of the North 1/2 of Section 160, Block 2, A.B. & M. Survey, Potter County, Texas, as recorded in volume 51, page 594, Deed Records of Potter County, Texas, and being further described by notes and bounds as follows:

THE POINT OF BEGINNING is a 1/2" rebar with a red plastic cap, marked "VELLY-1533" (such type rebar with such type cap hereafter being referred to as a K-Cap), set in the North right-of-way line of Yucca Avenue, 5' to the East of the intersection of said Yucca Avenue and Parallel Drive, for the Southeast corner of said Tract "T", Block 13, Carr Subdivision, bears S 89°31'00" E - 144.00';

THENCE N 89°31'00" W to the North line of said Yucca Avenue, for a distance of 83.00' to a "T" set in a concrete driveway, the Southeast corner of this tract;

THENCE North on the west line of this tract, for a distance of 254.30' to a K-Cap set in the South right-of-way line of Bonnie Drive, the Northwest corner of this tract;

THENCE N 89°31'00" E on the South right-of-way line of said Bonnie Drive, for a distance of 83.00' to a K-Cap set for the Northeast corner of this tract;

THENCE South on the East line of this tract, for a distance of 254.46' to the POINT OF BEGINNING.

Said tract contains 0.1040 acres of land.

### CERTIFICATE

I DO HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT IT WAS PREPARED FROM A PERMETER SURVEY MADE ON THE GROUND BY ME OR OTHERS UNDER MY DIRECT SUPERVISION WITH MONUMENTS, SET OR FOUND AS INDICATED AT ALL PERMETER CORNERS ON THIS DATE.

8th DAY OF NOVEMBER, 1983.



RAY KELLEY  
REGISTERED PROFESSIONAL LAND SURVEYOR  
REG. NO. 1503  
AMARILLO, TEXAS

DATE: NOVEMBER 8, 1983

TASCOSA ACRES UNIT No. 3  
CITY OF AMARILLO  
POTTER COUNTY, TEXAS

FILED	DATE	BY
11-15-83	11-15-83	11-15-83
11-15-83	11-15-83	11-15-83

### DEDICATION

STATE OF TEXAS ) KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF POTTER )

THAT I HOWARD TERRY, BEING THE OWNER OF THE LAND HEREIN AND DESCRIBED ON THIS PLAT, HAVE CAUSED LAND TO BE PLATTED AND DESIGNATED AS TASCOSA ACRES UNIT NO. 3, AN ADDITION TO THE CITY OF AMARILLO, TEXAS; AND DO DECLARE THAT ALL THE STREETS, ALLEYS, LAMES, AND EASEMENTS SHOWN UPON SUCH PLAT AND MAP ARE HEREBY DEDICATED TO THE PUBLIC AND TO BE USED AS STREETS, ALLEYS, LAMES, AND EASEMENTS.

EXECUTED THIS 8th DAY OF NOVEMBER, 1983.

HOWARD TERRY

### ATTEST

THE STATE OF TEXAS  
COUNTY OF POTTER

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY HOWARD TERRY ON THIS 8th DAY OF NOVEMBER, 1983.

NOTARY PUBLIC  
STATE OF TEXAS  
COMM. EXPIRES 12-31-1984

### APPROVAL

APPROVED BY THE CITY PLANNING AND ZONING COMMISSION OF AMARILLO, TEXAS.

ON THIS 8th DAY OF November 1983.  
Dorine Price  
CHAIRMAN

GRANTEE'S ADDRESS IS:  
THE CITY OF AMARILLO  
P.O. BOX 1971  
AMARILLO, TEXAS 79106-0001

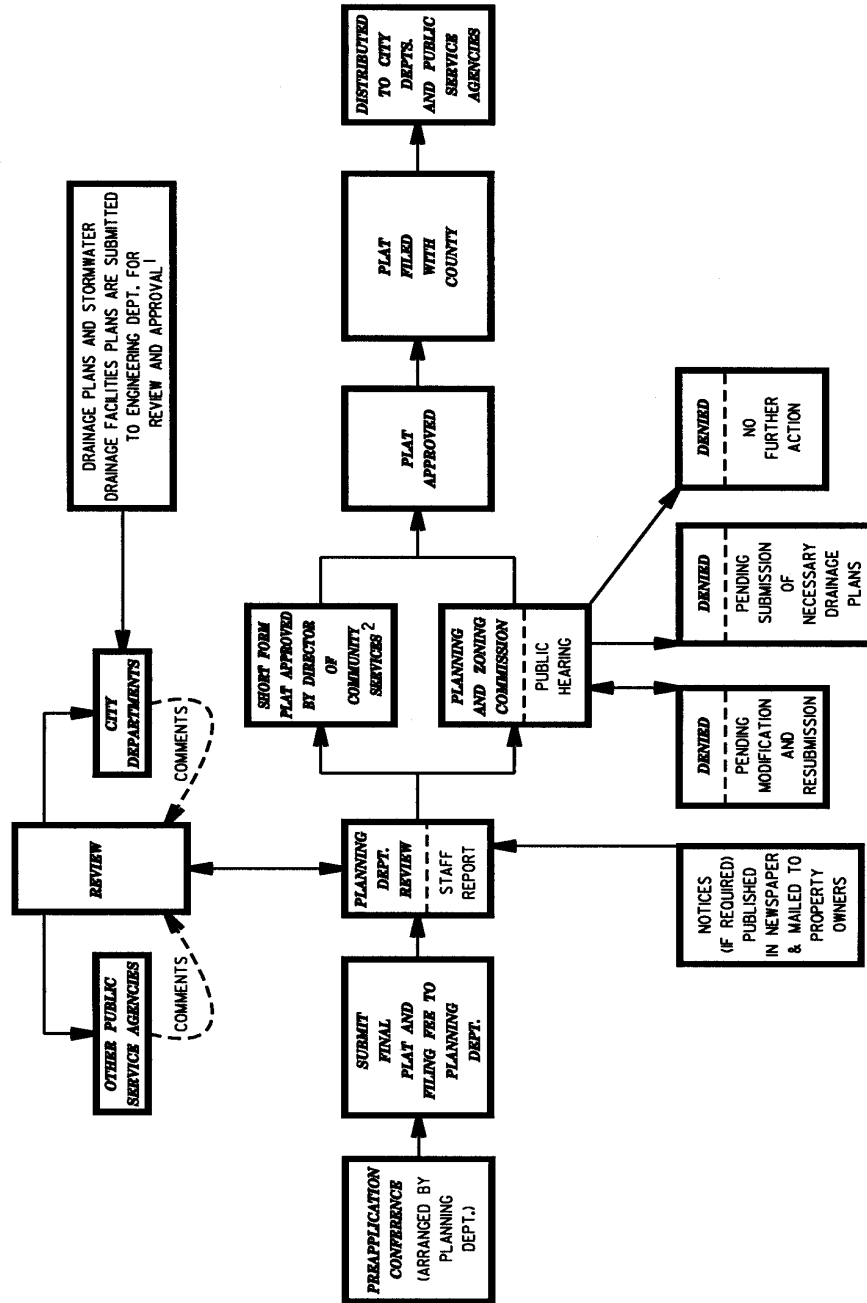
JOHNNIE JONES SUBDIVISION  
RECORDED VOL. 1205, PG. 87

FRIGGELICH SUBDIVISION  
RECORDED VOL. 1531, PG. 85

FILED OF RECORD:  
POTTER COUNTY, TEXAS  
11-15-83 (DATE)  
2324 (VOLUME)  
243 (PAGE)

**Subdivision Approval Process**

**FINAL PLAT, REPLAT, SHORT FORM PLAT**



<sup>1</sup>Drainage plans must be approved by the Engineering Dept. prior to plat approval by the Planning and Zoning Commission.

<sup>2</sup>Subdivision plats meeting requirements listed in Section 4-6-45 of the Amarillo Code of Ordinances do not require review in public hearing. Approval time can be in as little as two weeks.



## **Final Plat Checklist**

- A. Content and Form of Plat
  - 1. Name of subdivision
    - a. Not in conflict with existing names
    - b. Reference to previous plat(s)
    - c. Unit number (if appropriate)
  - 2. Legal description of location
  - 3. Names and addresses of property owner, developer, engineer, and surveyor
  - 4. Dedication and certifications
    - a. Dedication of subdivision (including streets, alleys, and easements)
    - b. Notary acknowledgment
    - c. Surveyor's certification
    - d. Planning and Zoning Commission certification
  - 5. Required contents
    - a. Platting information (including locations of all adjacent or intersecting streets and alleys, with right-of-way widths and offset dimensions shown), for all adjacent properties, including volume, page and county of recorded instrument should be shown.
    - b. Names of all streets
    - c. Plat boundaries with consistent bold line and corners marked
    - d. Bearings and distances of plat boundary and all streets, etc.
    - e. Date, scale, and north arrow
    - f. Lot and block numbers of all parcels; designation of all common use areas

- g. Label existing public and private easements, etc.
- h. Topographic contours and significant physical features
- i. Consistent with CDP
- j. Curve Data
- k. Acreage
- l. Plat tied to section corner
- m. Identify point of beginning
- n. Census tract number
- o. Grantee's address
- p. Statement that plat is or is not located in the ETJ
- q. Location or vicinity sketch
- r. Flood hazard area statement
- s. Owner's acknowledgment (final plats)
- t. Land use (CDP)

B. Items to be Submitted with Final Plat

- 1. Variance(s) requested, if necessary
- 2. Drainage plan (*Note: Water and sewer plans, and street and alley paving plans must be submitted and approved prior to a building permit being issued.*)
- 3. Letter of transmittal
- 4. Number of copies and filing fee
  - a. An original and 16 copies of plat
  - c. Filing fee
  - d. For plats that have three or more lots or that have right-of-way or easements to be dedicated to the public, a copy of the plat shall

also be submitted to the Planning Department in digital form via computer diskette that is compatible with the City's computer aided design/drafting system. Note: Once the plat is approved, a corrected, final copy of the final plat or replat shall also be submitted via computer diskette.

## C. Streets

### 1. General

- a. Right-of-way (ROW) in accordance with standards. Existing ROW shown and additional ROW to be dedicated.
- b. Align with existing or proposed streets where appropriate.
- c. Street access to adjacent platted and unplatted areas -- ability to extend reasonably
- d. Ninety-degree intersections
- e. Radii at inside of acute angle intersections
- f. Adequate offset where offset is necessary (125 ft. minimum desired)
- g. Maximum block length (1000 ft.)
- h. Access and circulation appropriate to zoning and land use, especially commercial & multiple family
- i. Street geometric layout approved prior to final plats.
- j. SWP3 and/or ordinance compliance, ADA compliance

### 2. Arterial Streets

- a. Located to conform to master street plan and City policy
- b. Minimize local and collector street connections

### 3. Collector Streets -- Adequate continuity; offset within subdivision as necessary to discourage through traffic; alignment of intersections at arterials desired.

### 4. Cul-de-sac streets

- a. Maximum length (1,000 ft.)
  - b. 50-ft. radius
5. Names
    - a. Not in conflict with existing names
    - b. Same names used for all street extensions

#### D. Alleys

1. To serve all lots as required
2. Adequate width (20 ft. required)
3. Corner cutoffs at all intersections and angle changes
4. Waiver requested, if appropriate
5. Restricted alley access where necessary
6. Geometric layout of alleys approved prior to final plat.

#### E. Lots

1. Sized in accordance with current zoning
2. No rear and side residential (one and two-family) driveway access to arterial streets
3. No double frontage lots
4. No residential (one and two-family) lots fronting on arterials
5. Street frontage and alley provided to all lots
6. Lot width adjacent to a cul-de-sac to not be less than 40 ft. for residential lots
7. Front yard setback designation on odd-shaped lots

#### F. Numbering

1. All units and blocks numbered consecutively and consistent with existing pattern

2. Lots consecutively numbered within each block; each block shall have at least one lot number
3. All other parcels labeled (i.e., common areas); generally A, B, C, etc.
4. Federal Insurance Rate Map (FIRM) panel number
5. City base map number
6. Census tract number

G. Easements

1. Drainage easements for all natural and man-made drainage courses
2. All existing easements shown and so labeled (include all easements which encumber any right-of-way or easement proposed to be dedicated to the public)
3. Special purpose utility easements are discouraged
4. New easements properly located and identified
5. Aviation clear zone easements

H. Common Areas

1. Adequately defined
2. Provisions for ownership development and perpetual maintenance submitted and reviewed

I. Drainage Plan

1. Prepared by a Texas licensed professional engineer and submitted to the Engineering Department a reasonable time before a final plat is scheduled for review by the Planning and Zoning Commission or the Director of Community Services. The latest submission date is Wednesday prior to the Planning and Zoning Commission meeting at which the plat is scheduled to be considered.
2. Must be reviewed and approved by the Engineering Department prior to final plat approval by the Planning and Zoning Commission

J. Street, Alley, and Storm Water Drainage Facilities Plans

1. Prepared by a Texas licensed professional engineer and submitted to the Engineering Department.
  2. Must be reviewed and approved by the Engineering Department prior to issuance of a building permit.
- K. Potable Water Distribution System & Wastewater Collection System Plans
1. Prepared by a Texas licensed professional engineer and submitted to the Utilities Division.
  2. Must be reviewed and approved by the Utilities Division prior to issuance of a building permit.
- L. Special Flood Hazard Areas
- a. Shown and designated with standard notation.
  - b. All plats greater than 50 lots or 5 acres, whichever is less, must include one percent chance flood elevation data, required by the City of Amarillo's participation in the National Flood Insurance Program (NFIP).

### **Measuring Land Development Impacts**

The responsibility for the development process lies with the developer, government boards, and commissions, as well as the citizens of the City. The measurement of land development impacts will allow all parties to review existing and future developments based on a set of established and accepted criteria. By using the land impact measurement statements listed on **page 2-23** as guidelines, developers can make a reasonable analysis of existing and proposed developments.

The land impact measurement statements are intended to clarify the advantages and disadvantages of new and existing subdivisions. Although it is highly unlikely that every project will adequately address each of the measures listed, an analysis of existing or proposed developments should enable the Planning and Zoning Commission and developers to maximize the positive aspects of developments. Awareness of the land impact measurement statements will allow developers and citizens of the community to better manage the course of future growth within the City.

## Land Impact Measurement Statements

TOPICS FOR EVALUATION	CONCERN ( <i>DOES THE PROPOSED DEVELOPMENT...?</i> )
1. NATURAL ENVIRONMENT	<p>Protect unique features existing on the site?</p> <p>Provide an incentive for viable improvement to adjacent undeveloped property that is environmentally sensitive or significant?</p> <p>Adversely change the amount or percentage of open space and vegetation from typical existing neighborhoods within the city?</p> <p>Maintain storm water quality at post development conditions?</p>
2. AESTHETIC & CULTURAL VALUES	<p>Create a project that will be visually attractive to adjacent neighborhoods and provide visually pleasing sites and personal views to residents of the neighborhood?</p> <p>Enhance the attractiveness, livability, and character of adjacent neighborhood areas and the city equal to or above the qualities of previously designed developments?</p> <p>Promote the preservation of any cultural, historic, or scientific landmarks or areas?</p>
3. LAND USE	<p>Encourage proper land use orientations and transitions between proposed land use activities?</p> <p>Promote a proper land use design to protect future land uses and increase property values in the future?</p> <p>Provide for innovative design techniques and densities that are of minimum cost to develop, regulate, and maintain?</p> <p>Encourage land use activities that will be permanent, thereby preventing costly future redevelopment or a decline in property values?</p>

PUBLIC & PRIVATE SERVICES	
a. Transportation	<p>Provide for a street and alley system that has adequate rights-of-way, recognizes safe and efficient design principles, and prevents or reduces safety hazards?</p> <p>Allow a maximum density with minimum street footage and number of traffic control devices?</p> <p>Encourage easy access for emergency, utility, and solid waste collection vehicles?</p> <p>Provide for a street system that will lead to decreased fuel consumption by keeping vehicle travel times between key origins and destinations at a minimum?</p> <p>Encourage proper sidewalks, bicycle paths, and pedestrian walkways, ADA accessibility for more safety to the public and reduce dependence on automobiles?</p> <p>Recognize existing development and continue the extension of collector streets and provide for any increases in right-of-way widths or construction when a significant increase in density is proposed?</p>
b. Utilities	<p>Create a design that minimizes placement of utilities in easements and eliminates duplication of services?</p> <p>Provide for a design that will not increase water usage or sewage disposal beyond availability to service the project without additional facility expansion?</p> <p>Allocate lands for future utility projects such as electrical substations or water pump stations that could be used for multiple use facilities and provide a proper buffer between utility projects and adjacent uses?</p> <p>Minimize water usage throughout the area?</p> <p>Have available utilities that could be extended to serve the project?</p>



<p>c. Storm Water Drainage</p>	<p>Include an appropriate grading plan and establishment of building pad elevations for lots?</p> <p>Provide adequate drainage in conformance with the Storm Water Management Criteria Manual?</p> <p>Retain increased storm water on the property being developed?</p> <p>Reduce flooding on adjacent neighborhoods?</p>
<p>d. Open Space &amp; Public Facilities</p>	<p>Provide for open space development in conformance with existing city facilities (current policies recommend a ten-acre open recreation space for a population between 6,000 and 10,000 people in a neighborhood) and increased open space areas as densities increase?</p> <p>Recognize the need for school sites and other public facilities such as libraries and fire stations to serve the proposed project?</p>
<p>5. HOUSING &amp; SOCIAL CONDITIONS</p>	<p>Encourage multiple uses of proposed public facilities?</p> <p>Provide for public facilities within easy commuting distance (either by walking or vehicle) of residents of the area and adjacent areas?</p> <p>Recognize and meet accepted response times and limits of police, fire, and other emergency vehicles?</p> <p>Discourage the duplication of services between public and private agencies?</p>



*Section 3*  
*Service Provider*  
*Use of Public*  
*Right(s)-of-Way*  
*(Reserved)*



*Section 4*  
*Water and*  
*Sanitary Sewer*  
*Design Criteria*



## Section 4

### Water and Sanitary Sewer Design Criteria

The criteria set forth in this section is intended to cover most water and sanitary sewer design situations. The Director of Utilities retains the right to require different or other items not specifically stated in this policy. The following documents are among those which may be used for reference. The prices of the City documents are included in the Fee Section of this manual.

- The most current guidelines, criteria, and regulations published by the Texas Commission on Environmental Quality (TCEQ), formerly known as the Texas Natural Resource Conservation Commission (TNRCC), relating to the design and construction of water and sanitary sewer mains in the State of Texas. The TCEQ should be contacted for a list of sources from which the TCEQ rules may be obtained.
- The most current Master Plan for both the Water Distribution and Wastewater Collection Systems which can be obtained from the Director of Utilities.
- The most current City of Amarillo Standard Specifications which can be obtained from the City Engineer in the Amarillo Engineering Department.
- The most current Standard Detail Sheets which can be obtained from the Director of Utilities.

#### Utility Plans

Utility plans shall be prepared by, or under the direct supervision of a Texas licensed professional engineer. Final utility plans, including Standard Detail Sheets, shall bear the seal and signature of the engineer as required by the Professional Engineers Board. Final drawing shall be in conformance with generally accepted engineering practices and be of good quality and workmanship. Utility plans for water and sanitary sewer, including all main extensions shall be submitted directly to the Utilities Division and shall not be contained with other improvements drawings, such as drainage, paving, or site plans.

#### Scale

Plans and profiles for sanitary sewers, insofar as practical, shall be prepared using one of the following scales:

Horizontal  
1 in. = 20 ft.  
1 in. = 40 ft.  
1 in. = 50 ft.

Vertical  
1 in. = 2 ft.  
1 in. = 4 ft. **or** 1 in. = 10 ft.  
1 in. = 5 ft. **or** 1 in. = 10 ft.

Exceptions to these standards shall be considered on a job specific basis by the Director of Utilities.

### **Profile Views**

Profile views are required for all sanitary sewer lines. Water lines 12 inches in diameter and larger shall have a profile view. Smaller water mains may also require a profile view at the discretion of the Director of Utilities.

### **Final Drawings**

Once the Director of Utilities' review has been completed, one reproducible set of the final drawings shall be submitted to the Director of Utilities on vellum, double matte film, coated bond paper or a material approved by the Director. Vellum shall be 100% rag fiber and have medium weight, no less than 16 lbs. Double matte film shall be 4 mils thick, polyester material, achievable quality, and smear resistant. Coated bond paper shall be 24 lbs., and color bond. Profile plates shall have one vertical line per inch and five horizontal lines per inch as a minimum requirement. Film reproductions and sepias are not acceptable.

Once the final plans are submitted to the City, the City will affix a stamp indicating the drawings are of an acceptable nature to the Director of Utilities. If the project was prepared with computer-aided drafting and design (CADD) software, the plans may also be submitted on diskette compatible to the City of Amarillo CADD system. After being submitted to the City of Amarillo, the final drawings become the property of the City and will not be returned to the engineer or developer.

### **Project Sheet Layout**

Insofar as practical, the north arrow shall point straight up or to the right on each sheet.

The engineer may include water and sewer plans in one set of plans or water plans may be separate from sewer plans. Plan sheets shall be a nominal 24 inches wide by 36 inches long. Exceptions to sheet sizes will be considered on an individual basis. The following sheets will be required, in this order, for all sets of water and sewer plans:

- A title page with signature blocks and a vicinity map substantially similar to that shown on **page 4-8**. Plans containing only water plans shall eliminate the signature line for the Assistant Wastewater Collection Superintendent. Plans containing only sanitary sewer plans shall eliminate the signature line for the Assistant Water Distribution Superintendent.
- The plat or an overall site plan.
- Plan and plan/profile sheets.



- Nonstandard Detail Sheets (if project requires it).
- Most current applicable City of Amarillo Standard Detail Sheets.

At a minimum, the following information shall be included in the detailed plans:

1. All existing and proposed utilities shall be shown in the plan and profile views. The method of determining the elevations shall also be described on the plans, i.e. estimated, field verified, as-built information, calculated, etc. All utilities, existing or proposed, shall be dimensioned off of property/right-of-way lines, and the utilities shall be labeled as existing or proposed.
2. Stations shall be shown for all bends, fittings, air valves, blowoffs, valves, manholes, point of curvature (P.C.), point of tangency (P.T.), point on a curve (P.O.C.), point of reverse curve (P.R.C.), end of line (E.O.L.), begin and end bores, begin and end casing, sewer taps, and other significant features as determined by the Director of Utilities.
3. All existing and proposed easements shall be shown and dimensioned.
4. Significant topographical, cadastral, and planimetric features shall be shown.
5. Existing ground within the right-of-way and easement, proposed or existing street and alley grades shall be shown. Street and alley grades must be those approved by the Engineering Department.
6. Curve data for the centerline of the water main or sanitary sewer main shall be shown.
7. Existing and proposed street paving, alley paving, right-of-way (ROW), and easement widths shall be shown.
8. The location and width of proposed and existing sidewalks in the right-of-way and/or easements shall be shown.
9. At least one benchmark shall be clearly described and the elevation given on each plan and plan/profile sheet. The benchmark shall be based on NAVD 29 or NAVD 88 datum.
10. Existing water and sanitary sewer mains shall have elevations shown on the plans. The method of determining these elevations shall also be described on the plans, i.e. estimated, field verified, as-built information, calculated, etc.
11. A title block must be on each sheet of the plan, plan/profile, and detail sheets and shall include the name of the engineering firm responsible for the design, the page number of the sheet in the set of plans (the title page shall be considered to

be Sheet 1), the scale of the drawings, and the name of the project. The title block shall be substantially similar to that shown on **page 4-9** or of a design acceptable to the Director of Utilities.

12. Symbols and lines shall conform to those shown on the City's Standard Detail Sheets.
13. Stationing shall begin at the low end of sanitary sewer lines and be labeled at 50 ft. station increments. Stationing shall increase from left to right across the plan sheet, except as approved otherwise. Stationing shall use the arc length of a curve. The use of negative stations should be avoided except as approved otherwise. If the previous project stationing can be continued, the stationing may be extended into the new project.
14. All station equations shall be clearly shown on the plans.
15. The plans shall clearly indicate all lot numbers, block numbers, lot distances, street names, etc.
16. Existing storm sewers and other drainage facilities shall have elevations shown on the plans. The method of determining the elevations shall also be described on the plans, i.e. estimated, field verified, as-built information, calculated, etc.
17. Utility locations in alleys, easements, and streets are shown in the illustrations shown on **pages 4-10 through 4-16**.

## **Engineering Design**

### ***Submittal Letter to TCEQ***

Before the preconstruction meeting can be held, the design engineer must send a submittal letter to the Wastewater Permits Section. The letter must be sent by certified mail to and must be sealed by the design engineer.

The minimum information required in the letter is listed below.

1. The name and address of the design firm.
2. The name, phone number, and fax number of the design engineer.
3. The name of the entity which proposed to own, operate, and maintain the project through its design life.
4. The county(s) in which the project will be located with an identifying name for the project.

5. The permit name and permit number of the relevant wastewater treatment facility.
6. A statement verifying that the plans and specifications are in substantial compliance with all requirements of Chapter 317 - Design Criteria for Sewage Systems.
7. A brief description of the project scope which includes the specifics of the project, a description of deviations from the requirements of Chapter 317, including the use of nonconforming or innovative technology, and an explanation of the reasons for the deviations.

See sample TCEQ letter provided on **page 4-17**. Sample Water and Sanitary Sewer Utility Plan Approval Letters are shown on **pages 4-18 and 4-19**. A sample "Notice to Proceed" Letter is on **page 4-20**.

### ***Texas Department of Transportation Permits***

Any work performed in State right-of-way will require a permit from the Texas Department of Transportation (TXDOT). It is the responsibility of the engineer to complete the permit. The permit shall be forwarded to the Utilities Division for the signature of the Director of Utilities. The City of Amarillo shall be designated as the owner of the proposed utility improvement.

### ***Existing Water and Sewer Mains***

Existing water mains, 16 inches and larger, and sanitary sewer mains, 15 inches and larger, may be uncovered by the City at the City's discretion. The City will not uncover any main deeper than 15 feet as shown on conformed construction drawings or City maps. A private contractor, at engineer's expense, may uncover all other mains.

It is the responsibility of the engineer to request existing mains to be uncovered, unless the City requests otherwise. The City is providing this as a free service and will schedule these requests as quickly as possible, but it is the engineer's responsibility to schedule these requests in advance to eliminate timing conflicts. Abuses of this service, such as not having the survey crew on-site in a timely manner, will result in suspension of these services. The engineer shall be responsible for providing a survey crew to determine the elevation. In return for the City uncovering the existing lines, a copy of the elevations shall be provided to the City as soon as possible with a sketch clearly indicating the location which the line was uncovered, the type of pipe believed to be involved, the elevation determined, and the benchmark used to determine the elevation. Failure to provide this information will result in a delay in approval of the plans until the information is received. The City will not be responsible for conflicts in elevation between existing lines and proposed lines.

The engineer shall be responsible for providing all nonstandard details as required. Horizontal field locations of public water and sewer lines may be obtained by contacting the City's Utility Locator and Scheduling at (806) 378-9124. Other local utility companies should be contacted for locations of their lines. It is highly recommended that utility locations be done in the field.

## **Water**

The following design requirements apply:

- All portions of a residential development shall be within 500 feet of a fire hydrant. All portions of a commercial or industrial development shall be within 250 feet of a fire hydrant. The Director of Utilities may require more hydrants where practical accessibility to fire hydrants is limited. Fire codes may require more fire hydrants than this design requirement.
- Manual blowoffs, automatic air valves, and automatic air/vacuum valves may be required at high points or other locations as determined by the engineer or Director of Utilities. The engineer shall use good judgment when determining the placement of valves. Generally, valves shall be placed to allow for all new sections of mains to be adequately disinfected and pressure tested, but it is likely that more valves will be required. Final valve placement shall be at the discretion of the engineer and/or Director of Utilities.
- All water mains shall have a minimum diameter of 8 inches. Fire hydrant leads, unless excessively long, may be 6 inches in diameter. If approved by the Director of Utilities, smaller mains may be allowed only when mains being tied into are smaller than 8 inches in diameter or other conditions as determined by the Director of Utilities.
- Connections to existing water mains shall be in line with the existing main or perpendicular to it. Exceptions to this shall be on a project specific basis.
- Fire hydrants placed in the middle of blocks along streets shall be located at common property lines between two lots. Fire hydrants shall not be placed at the end of a cul-de-sac or dead-end street.
- Generally, water mains shall be routed such that they will not be placed in easements. Exceptions to this will be considered on a project specific basis. A water main located in an easement between two lots shall be placed in PVC casing pipe or steel casing pipe the length of the easement. The casing pipe shall be two standard pipe sizes larger than the water main pipe. The Director of Utilities may require other water or sanitary sewer mains be installed in casing as deemed necessary.
- Dead end mains are not acceptable unless approved by the Director of Utilities.

- Each square mile section shall have minimum 12 inch mains located at approximately the half section lines running both north-south and east-west.

## **Sewer**

The following design requirements apply:

- Manholes shall be placed as required by the TCEQ.
- All sanitary sewer taps shall have a minimum depth at the property, ROW, or easement line of 4 feet minimum and 6 feet maximum. The engineer shall provide for service lines extending to the property, ROW, or easement lines. Taps shall be located in the center of each lot, including the last lot on a line. Taps shall be made perpendicular to the sewer main. The last tap on dead end mains may be made directly into the manhole or installed as a separate tap before the manhole. Exceptions will be considered on a project specific basis.
- Sanitary sewer lines shall have a minimum diameter of 8 inches. The minimum cover shall be 6 feet except as determined otherwise by the Director of Utilities. Cover less than 6 feet may require the use of pressure class 150 C-900/905 pipe, a concrete cap, or another acceptable method. If approved by the Director of Utilities, smaller mains may be allowed only when mains being tied into are smaller than 8 inches in diameter or other conditions as determined by the Director of Utilities.
- Sanitary sewer mains that are dead end mains shall extend to the center of the last lot served and a manhole will be required on the end of the line (cleanouts are not acceptable).
- Lift stations and force mains shall be designed on a project specific basis at the direction of the Director of Utilities.

## **Surveying/Staking**

All bends, fittings, fire hydrants, air valves, blowoffs, valves, manholes, sewer taps, P.C.'s, P.T.'s, E.O.L.'s, begin and end bores, begin and end casing, and other significant features shall be staked and cuts provided for these items. Centerline points shall be provided at all points of intersection (P.I.) and others as necessary. P.I. points shall require offset hubs in relation to each tangent (i.e. - each P.I. point will require two offset hubs, a backward offset hub and a forward offset hub). A staked point generally shall consist of a wooden hub, a wooden guard stake, and a wooden lathe. The station of the point staked shall be clearly labeled on the guard stake. Plastic flagging shall be provided on the wooden lathe.

Points which are in existing concrete or paving shall be marked in a suitable manner. Painting these points shall be carefully limited and shall not remain on the surface for an

excessive period of time. Water mains should be flagged in blue, and sewer mains flagged in green. The guard stake and hub shall be painted surveyor's orange. It is the responsibility of the surveyor to make certain all points necessary for construction are in place and to replace those points which have been disturbed or knocked out. The surveyor may be required to meet with the City and/or the contractor to review the staking. Prior to the start of construction to determine when property corners must be staked and marked on the job location, the City Engineer will work with the surveyor. During construction, the surveyor may have to reestablish property corners at the request of the City or the contractor through the developer. The City shall bear no cost for this. Failure to comply may result in unnecessary delays.

Cut sheets/cards shall be provided to the Director of Utilities prior to issuing a Notice to Proceed letter. The City will then issue the cut sheets/cards to the contractor. No work shall be performed by the contractor prior to the issuance of the Notice to Proceed letter. Cut sheets/cards are required for all sanitary sewer main construction and may also be required, in some instances, for water main construction.

The engineer shall provide to the contractor all finished grades necessary for setting fire hydrants, valve boxes, manholes, etc. The developer and the contractor shall be responsible for coordinating all adjustments and making all adjustments to these items during paving and grading operations. The Director of Utilities must be contacted to inspect these adjustments. Failure to comply may result in the developer having to make these adjustments again after paving work has been performed. Any foreign material in the sanitary sewer and/or water installation from paving operations shall be removed by the developer. The developer shall be responsible for all damages which occur to the water and sanitary sewer systems during paving or other operations.

### **Public Utility Easements**

It is the developer and/or surveyor's responsibility to provide the easement description to the City in accordance with the Texas Professional Land Surveying Practices Act. A Texas registered professional land surveyor will be required to affix his/her seal to the easement description if a metes and bounds description is required. For the purposes of easements, the City shall be considered the client and thus monumentation of easements described by metes and bounds shall be required. The developer/surveyor shall submit the easement description to the City who will then use the easement description as an exhibit in the formal easement document, submit it to the City Commission for its acceptance, and then file the document with the appropriate county courthouse. In no case shall an easement for a water or sanitary sewer main be narrower than fifteen feet (15 ft.).

### **Acceptance of Mains**

The Utilities Division shall inspect all installations to ensure that the mains have been installed according to the plans and specifications. Any main not conforming to the plans and specifications will not be accepted.

Before the Utilities Division will accept a main, the developer must comply with the items listed below.

1. Any deficiencies found by the Director of Utilities or by his agents have been corrected to the Director's satisfaction.
2. The developer or the developer's contractor shall post a maintenance bond with the Director of Utilities equal to one hundred percent (100%) of the installation contract amount for a one-year period after the date of acceptance. After acceptance of the main, the developer or the developer's contractor shall replace or repair any defects or failures due to workmanship or materials for a one year period. The developer or the developer's contractor is also responsible for any adjusting to valves, valve boxes, meter boxes, and manholes to the final pavement grade.
3. The developer shall have paid all costs associated with the installation of the main and shall provide the Utilities Division with a copy of the Developer/Contractor Affidavit-of-Bills-Paid per the form provided by the Utilities Division.

**PROJECT TITLE  
PROJECT DESCRIPTION**

**SITE / LOCATION  
MAP**

ASSISTANT DIRECTOR OF UTILITIES

WATER & SEWER SYSTEM SUPERINTENDENT

ASSISTANT WATER DISTRIBUTION SUPERINTENDENT

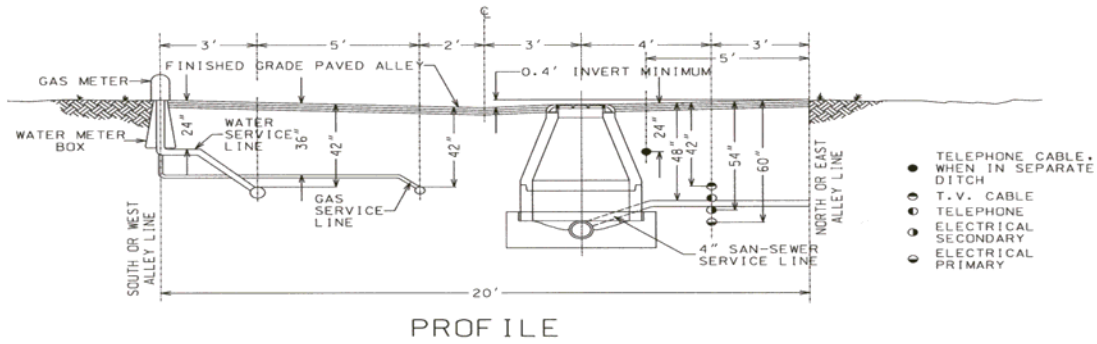
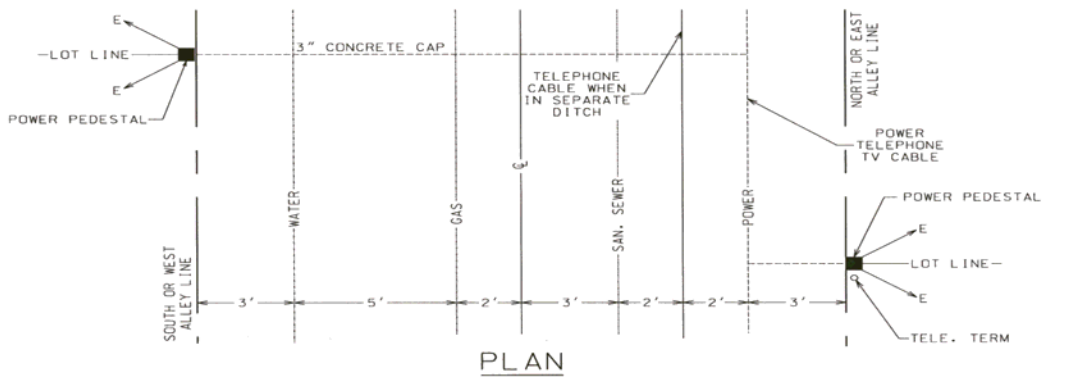
ASSISTANT WASTEWATER COLLECTION SYSTEM SUPERINTENDENT

DEVELOPER



<b>ENGINEER'S SEAL</b>	<b>PROJECT TITLE</b> <b>PROJECT DESCRIPTION</b>		REVISED	DATE
	DRAWN BY :			SCALE
	DESIGNED BY :			
	APPROVED BY :			SHEET NO.
	APPROVED BY :			of

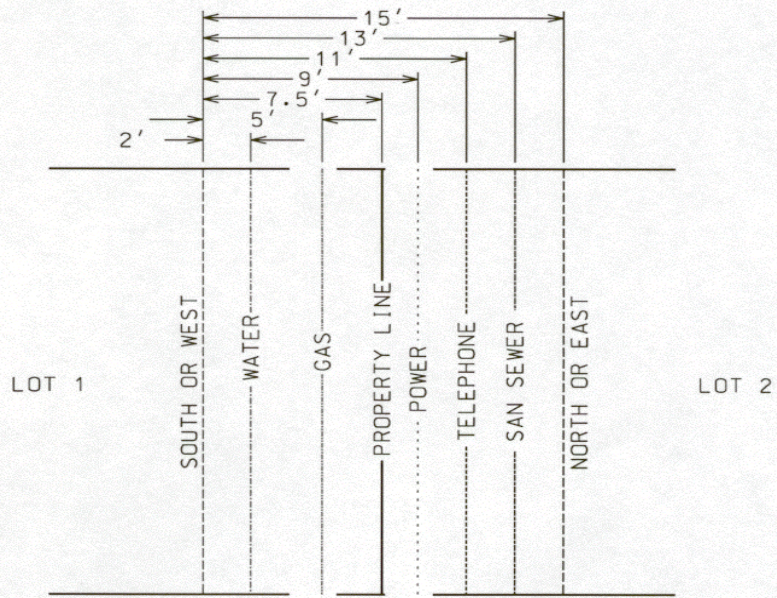
## UTILITY LOCATIONS-ALLEYS



UTILITY	SEQUENCE	DEPTH	LOCATION FROM CENTERLINE OF ALLEY
SEWER	FIRST	72"	3' N. OR E. OF C.L.
ELECTRIC P.	SECOND	60"	7' N. OR E. OF C.L.
ELECTRIC S.	THIRD	54"	7' N. OR E. OF C.L.
T.V. CABLE	FOURTH	42"	7' N. OR E. OF C.L.
WATER	FIFTH	42" COVER	7' S. OR W. OF C.L.
GAS	SIXTH	42" COVER	2' S. OR W. OF C.L.
TELEPHONE	SEVENTH	24"	7' N. OR E. OF C.L.

3' N. OR E. OF C.L. IF NOT IN PUBLIC SERVICE DITCH

# 15' EASEMENT-UTILITY LOCATIONS

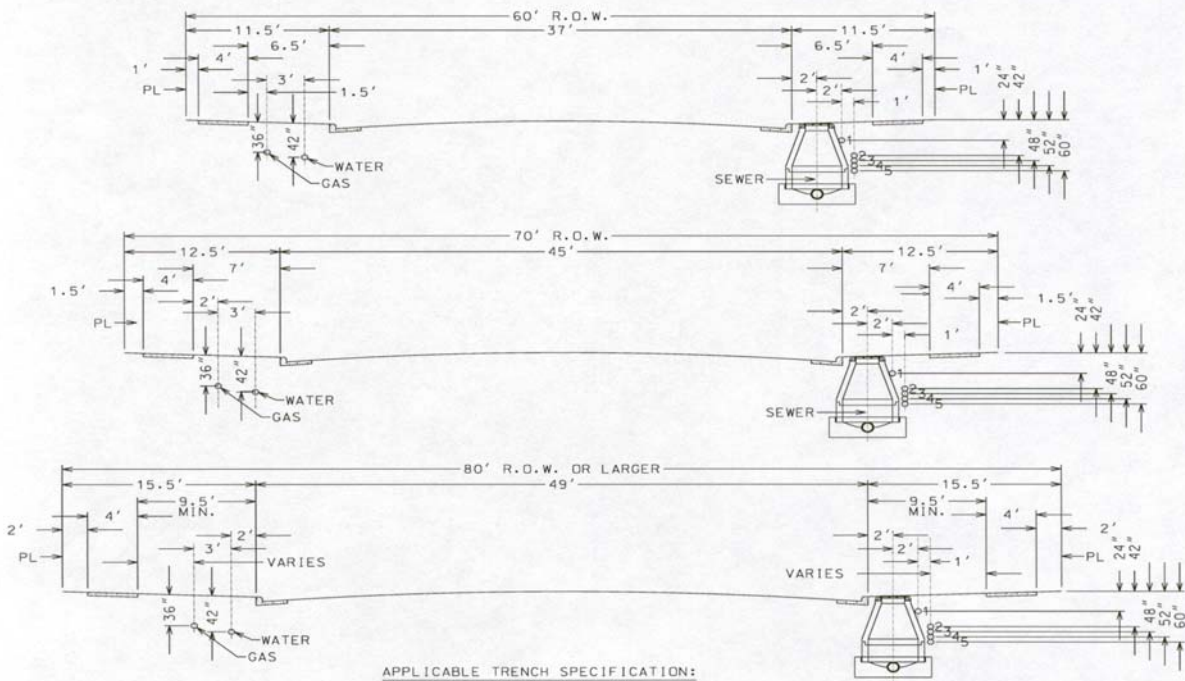


## UTILITY LOCATIONS - STREET

SIDEWALKS SET BACK FROM BACK-OF-CURB

**NOTES:**  
 SEWER, POWER, T.V. & TELEPHONE  
 TO BE ON NORTH & EAST SIDE;  
 WATER & GAS TO BE ON SOUTH &  
 WEST SIDE  
  
 SEWER AND WATER MAINS ARE  
 INTERCHANGABLE  
  
 SEWER TO ALWAYS BE ON LOW SIDE.

**LEGEND:**  
 1. TELEPHONE CABLE, WHEN IN  
 SEPARATE DITCH  
 2. T.V. CABLE  
 3. TELEPHONE  
 4. ELECTRICAL SECONDARY  
 5. ELECTRICAL PRIMARY



**APPLICABLE TRENCH SPECIFICATION:**  
 SPECIFICATION NO. 3.06 IS  
 APPLICABLE AND MAY BE  
 REQUIRED IN CONJUNCTION  
 WITH THIS SPECIFICATION.

# UTILITY LOCATIONS - STREET

SIDEWALKS ALONG BACK-OF-CURB

**NOTES:**

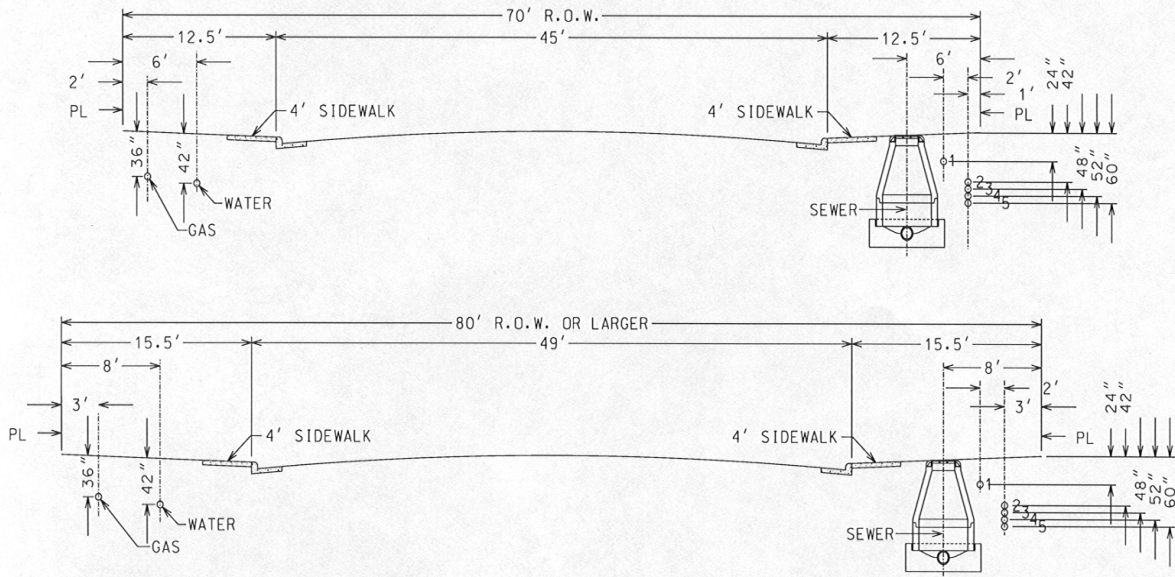
SEWER, POWER, T.V. & TELEPHONE  
TO BE ON NORTH & EAST SIDE:  
WATER & GAS TO BE ON SOUTH &  
WEST SIDE

SEWER AND WATER MAINS ARE  
INTERCHANGABLE

SEWER TO ALWAYS BE ON LOW SIDE.

**LEGEND:**

1. TELEPHONE CABLE, WHEN IN SEPARATE DITCH
2. T.V. CABLE
3. TELEPHONE
4. ELECTRICAL SECONDARY
5. ELECTRICAL PRIMARY



**APPLICABLE TRENCH SPECIFICATION:**

SPECIFICATION NO. 3.06 IS  
APPLICABLE AND MAY BE  
REQUIRED IN CONJUNCTION  
WITH THIS SPECIFICATION.

## Sample TCEQ Letter

Letter updated as of 11/1/2002

Mr. Louis C. Herrin III, P.E.  
TCEQ - MC 148  
P. O. Box 13087  
Austin, TX 78711-3087

**Re:** Chapter 317 Summary Transmittal Letter

**Permittee:** *(insert name of the permittee exactly as it is written on the wastewater discharge permit associated with the project identified in this letter)*

**Permit Number:** *(insert Permit Number of the wastewater facility associated with the project identified in this letter)*

**Project Name:** *(insert an identifying name for the project)*

**County(ies):** *(insert name of the county(ies) in which the project will be located)*

**Grant No.:** *(If applicable, insert the granting initials and a grant number)*

Dear Mr. Herrin:

The purpose of this letter is to provide the TCEQ with the information necessary to comply with the requirements of §317.1(a)(3)(D) of the TCEQ's rules entitled, Design Criteria for Sewerage Systems. The necessary information includes:

- (1) Name and address of the engineering firm.
- (2) Name, phone number and facsimile number of the design engineer.
- (3) Name of the entity(ies) which proposes to own, operate, and maintain the project through its design life.
- (4) If applicable, disclose any variances from Chapter 317 which are a part of the design. Include in this item the technical justification for any variances.
- (5) If applicable, disclose any innovative or nonconforming technologies which are proposed as part of the project identified in this letter. Include in this item, or as an attachment, the backup testing or other technical information needed to justify the use of the innovative or nonconforming technology. See §317.1(a)(4)(C) for details on innovative and nonconforming technologies.
- (6) Include one of the following two statements in this item:
  1. The plans and specifications which describe the project identified in this letter are in substantial compliance with all the requirements of Chapter 317.
  2. Except as disclosed in item *(insert '4', '5', or '4 and 5' referring to the paragraphs above in this spot as pertinent to the project)* of this letter, the plans and specifications which describe the project identified in this letter are in substantial compliance with all the requirements of Chapter 317. Any deviations from Chapter 317 which are a part of the project are based on the best professional judgment of the professional engineer who prepared the project plans, specifications and final engineering design report for this project.

*(Include a description of the project and its scope. The type of information most useful to the TCEQ is data relating to current and permitted flows and effluent limitations, current and predicted influent flows and organic loads, the purpose of the proposed project and other technical elements of the project.)*

If you have any questions regarding this project, please contact *(insert name, phone number, and facsimile number of a contact person for this project)*.

Sincerely,(Name) (P.E. Seal - Signed and Dated)

xc: (Provide a copy of the summary transmittal letter to the appropriate TCEQ Region Office Water Program Manager.)

## Sample Water Utility Plan Approval Letter

Letter updated as of 11/1/2002

Date

Developer:

RE: Approval of Water Plans to serve

The plans were approved on \_\_\_\_\_. Approval of the plans is not approval of construction. All construction and testing will be overseen by our Project Representative,

Before the Utilities Division will allow construction on the water main, the following information is required. After **ALL** of the information has been received, the Utilities Division will schedule a preconstruction meeting. A "Notice to Proceed" letter will be issued at this meeting. **NO CONSTRUCTION OF A PUBLIC MAIN WILL BE ALLOWED BEFORE THE DATE STATED IN THE "NOTICE TO PROCEED" LETTER.**

Please sign and return the letter with the following information:

1. Frontage Fees Due: \$

Frontage calculated by \_\_\_\_\_ ft. times \$ \_\_\_\_\_/ft.

2. Contractor's Name and Title:

Contractor's Address:

3. The utility contractor's proposed cost. In order to calculate any possible refunds, an itemized cost list or a schedule of value is needed.
4. Copy of Contractor's Insurance Certificate.

The Utilities Division cannot schedule a preconstruction meeting until all of the required information has been received and approved.

If you have any questions or comments, please call me at (806) 378-9493.

CITY OF AMARILLO UTILITIES DIVISION

Sharon Pait, P.E.  
Civil Engineer II

cc. Contractor  
Engineer  
Project File

Developer's Signature:

**Sample Sanitary Sewer Utility Plan Approval Letter**

*Letter updated as of 11/1/2002*

Date

Developer:

RE: Approval of Sanitary Sewer Plans to serve

The plans were approved on \_\_\_\_\_. Approval of the plans is not approval of construction. All construction and testing will be overseen by our Project Representative,

Before the Utilities Division will allow construction on the sanitary sewer main, the following information is required. After **ALL** of the information has been received, the Utilities Division will schedule a preconstruction meeting. A "Notice to Proceed" letter will be issued at this meeting. **NO CONSTRUCTION OF A PUBLIC MAIN WILL BE ALLOWED BEFORE THE DATE STATED IN THE "NOTICE TO PROCEED" LETTER.**

Please sign and return the letter with the following information:

1. Frontage Fees Due: \$  
Frontage calculated by \_\_\_\_\_ ft. times \$\_\_\_\_\_/ft.
2. Contractor's Name and Title:  
Contractor's Address:
3. The utility contractor's proposed cost. In order to calculate any possible refunds, an itemized cost list or a schedule of value is needed.
4. Copy of Contractor's Insurance Certificate.
5. Copy of submittal letter sent to TCEQ
6. Cutsheets
7. Trench safety plans.

The Utilities Division cannot schedule a preconstruction meeting until all of the required information has been received and approved.

If you have any questions or comments, please call me at (806) 378-9493.

CITY OF AMARILLO UTILITIES DIVISION

Sharon Pait, P.E.  
Civil Engineer II

cc. Contractor  
Engineer  
Project File

Developer's Signature:



**Sample "Notice to Proceed" Letter**

*Letter updated as of 11/2002*

Date

Developer:

RE: Project

Please consider this letter as your "formal Notice to Proceed" on the above-referenced project.  
The Start of Construction Date is \_\_\_\_\_.

CITY OF AMARILLO UTILITIES DIVISION

Sharon Pait, P.E.  
Civil Engineer II



*Section 5*  
*Utility Extension*  
*and Service Tap*  
*Policy*



## Section 5

### Utility Extension & Service Tap Policy

This policy concerns the extension of water and sanitary sewer mains and the extension of service taps to all newly developed and existing lots inside and outside the city limits. The intent of this policy is to establish the framework for the equitable provision of water and sewer service to all newly developed property and to provide a mechanism for extension of service to older unserved areas.

Although some of the definitions below are also included within the Glossary of this Development Policy Manual, others are definitions that pertain to this section only.

DEVELOPER - Any person, entity, or corporation who improves land, to effect a subdivision of land, or submits a conceptual development plan for City consideration.

DEVELOPMENT - Any tract of land platted or replatted for the purpose of commercial, industrial, institutional or residential use.

EVALUATED COST - The approximate installed cost per foot of each size water and sanitary sewer main as determined by the Director of Utilities.

FRONTAGE FEES - Fees paid by developers or customers connecting to existing mains adjacent to their property. The frontage fee shall be based on one half the evaluated costs per foot of a nominal eight inch main times the front footage of the property to be served. Frontage fees are paid only once for the property served regardless of the number of taps made.

FRONT FOOTAGE - The platted distance along the right-of-way containing the main from which service is to be provided. For developments this distance shall include the distance across all alleys, streets and common property platted as part of the development. Minimum frontage shall be 50 feet.

MINIMUM SIZE MAINS - All water and sanitary sewer mains shall be at least eight inch nominal diameter.

OFF SITE MAINS - All mains not adjacent to or within a development or lot to be served.

ON SITE MAINS - All mains within a development and within dedicated right of ways.

OVERSIZE MAIN - A main installed by a developer within the development, which

has been increased in size at the request of the Director of Utilities to serve future development of land not owned by the installing developer.

PROGRAM MAINS - Main extensions for which funds have been specifically budgeted.

REBATES - Funds paid to the individual or developer installing a main from which other later customers receive service. Rebates shall be made over a twenty-year period after acceptance by the City.

SANITARY SEWER SERVICE LINE - The pipe extended from the sanitary sewer main to the customer's structure or point of use.

SIDE MAIN - A main installed by a developer which lies adjacent to the developer's property.

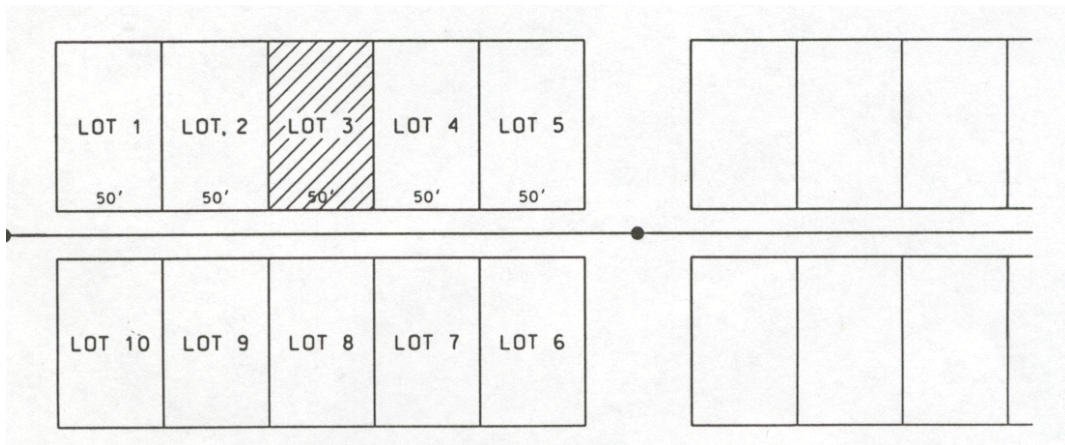
TAP FEE - A fee collected by the City to defray the cost of installing individual water or sewer taps to serve a customer.

WATER SERVICE LINE - The pipe extended from the meter to the customer's structure or point of use.

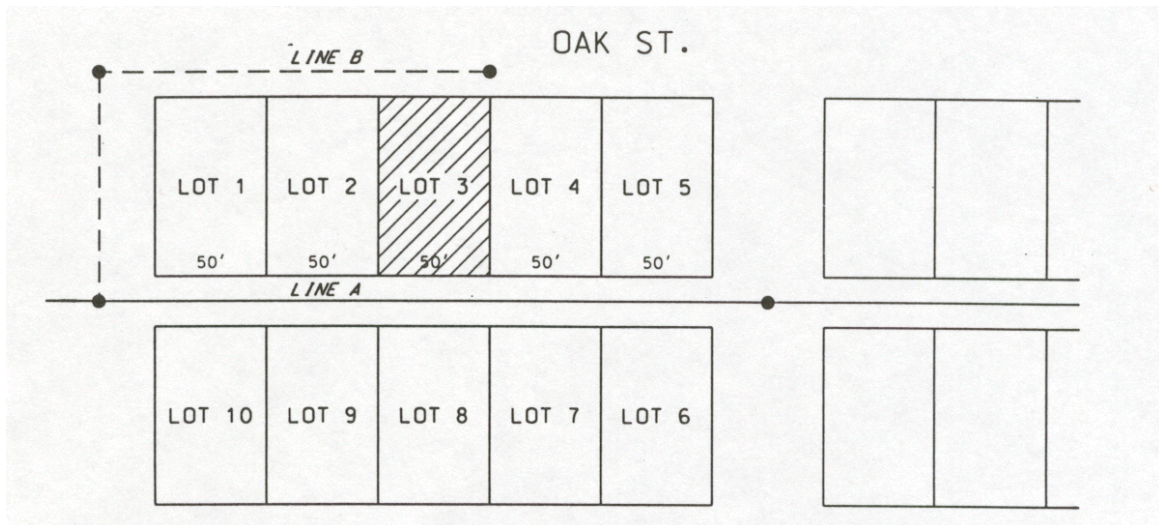
### Service from Existing Mains

#### *Mains More than 20 Years Old*

Where a main is adjacent to the property to be served and the main is more than



twenty years old, no frontage fees will be required and service will be provided after receipt of the appropriate tap fee. Age of the main shall begin to accrue at the end of the calendar year in which the main was accepted for service by the City. (i.e. A main accepted in June 1977 shall not be considered more than twenty years old until



January, 1998.)

**Mains 20 Years Old or Less**

Where a main is adjacent to the property to be served and the main is twenty years old or less, service will be provided after receipt of frontage fees and the appropriate tap fee from the customer.

*Lot 3 requests sewer service. The sewer main is less than 20 years old. The following fees are due before service can be made: frontage fee (50 ft. X ½ evaluated costs of an 8 inch main) and tap fee.*

**Service at an Alternate Location**

Where a customer requests service at a location other than along an adjacent main, the customer shall pay the service tap fee and full cost of the main extension.

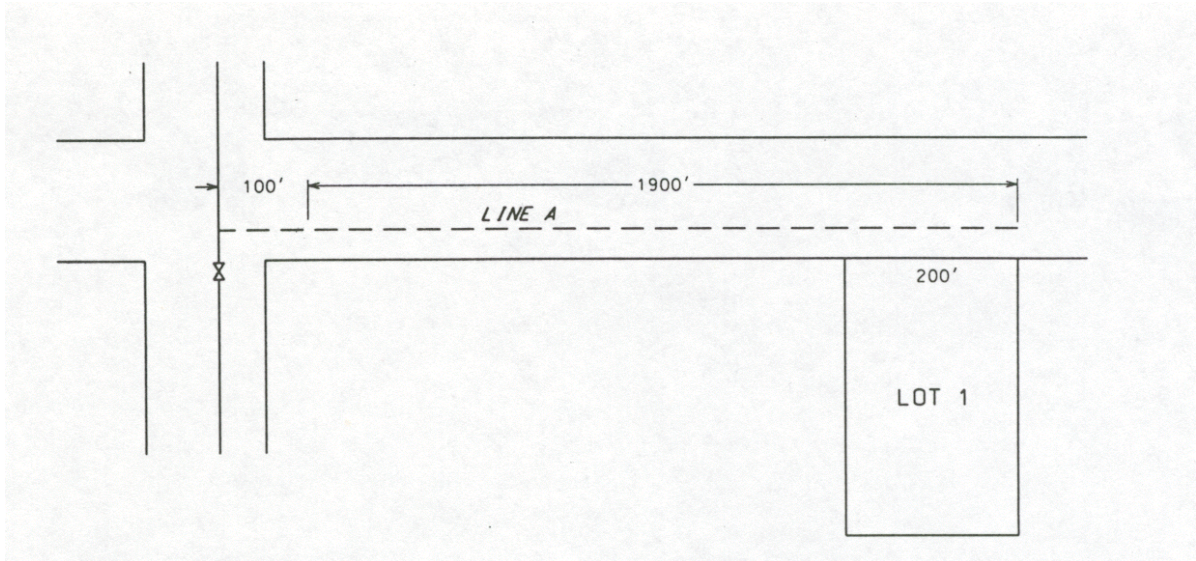
*Line A is the existing main. Lot 3 desires service on Oak St. rather than the alley in the rear. Lot 3 will be required to pay the actual cost of Line B and the tap fee.*

**Increased Service Demand**

Where a customer has a service demand greater than can be provided by the existing main, the customer shall pay the full cost of the extra or enlarged main extension.

**Property Adjacent to Highways**

Where a lot is located adjacent to a highway or street right-of-way greater than 120 feet in width and a main is located on the opposite side of the right-of-way, that main shall not be considered adjacent to the lot to be served. A main extension will be required in this



case.

**No Existing Mains for Previously Platted Property**

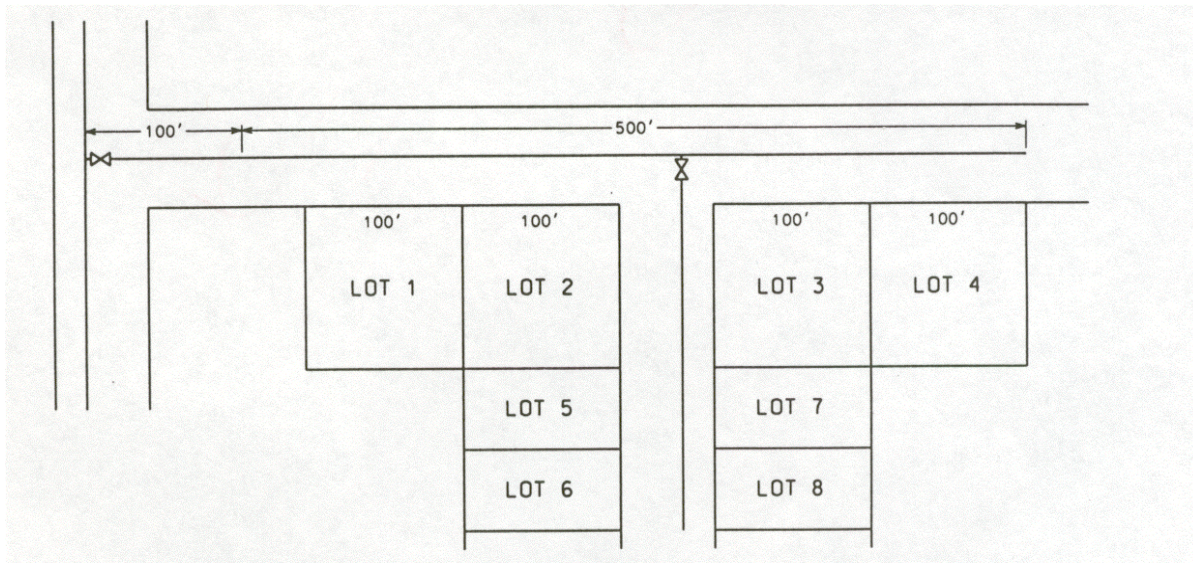
This section applies to property that is platted but unserved prior to the adoption of this policy. Mains shall be extended to include the frontage of the property to be served. The City will extend the first 100 feet of offsite main free upon receipt of applicable fees covering the remainder of the extension for the lot to be served. The routing and size of any extensions shall be determined by the Director of Utilities. The minimum size main for both water and sewer extension shall be eight inch nominal diameter.

**Extensions**

Main extensions of non-programmed mains will be made by the City upon receipt of the evaluated cost of the main size determined necessary to serve the property and tap fees.

*The customer at Lot 1 desires water service. Line A is a non-programmed main. The main can be extended after receipt of the following: Extension fee (1900 ft. X full evaluated costs of main) and tap fee. Rebates are possible on all but the 200 feet frontage of Lot 1 and the first 100 feet of the main extended by the City.*





### **Rebates**

Rebates shall be made annually as new customers are added to the main. Rebates shall be based on collection of frontage fees from new intervening customers adjacent to the main and by the addition of new customers tied to branches from the original main extension. New customers tied to branch mains shall have a rebate value of \$200 per customer. Frontage owned by the entity or individual requesting the extension is not eligible for rebate. Rebates shall not exceed the amount of extension fees originally collected less frontage owned by the entity or individual requesting the extension.

*Lot 4 originally paid for the 500 ft. water main extension. Lots 1,2 & 3 were added after paying frontage. Lots 5, 6, 7 & 8 have been added by a new branch. Total rebate available to Lot 4 at this time is the frontage collected from Lots 1,2 & 3 plus the \$200 collected for each of Lots 5, 6, 7 & 8.*

When off-site mains are installed adjacent to existing developed property that is served, only frontage fees along the existing developed property will be rebated to the individual requesting installation of the main.

### **Programmed Mains**

The installation of any mains by the City will be based upon the availability of funding and the annual priorities for service established by the City. The Director of Utilities shall annually review the five-year capital plan for the installation of new mains to assure that mains are being installed to adequately handle the projected growth in the community. Developers or individuals may request that certain mains be placed in the capital plan and the Director of Utilities will review and prioritize these requests with the needs of the City. The request for Utility Master Plan main extensions will be reviewed using the following criteria:

1. Available funding;
2. Number of people to be served from main during next five years; and
3. Industrial expansion potential of an area and the potential number of people to be employed.

Programmed mains will require payment of frontage fees and tap fees.

### **Developer Installed Mains**

The design, approval and installation of all developer installed mains shall follow the criteria established in the latest edition of the City's Development Policy Manual and Standard Specifications.

### ***Existing Mains***

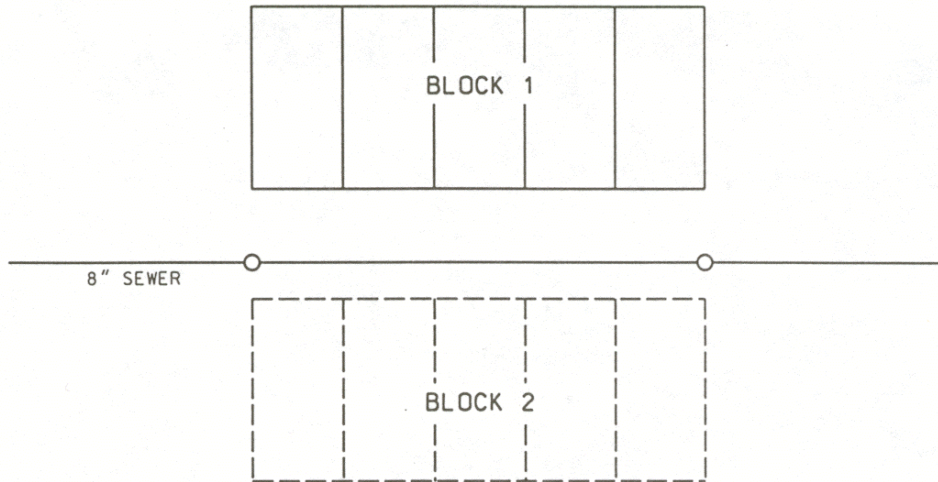
Where existing mains are adjacent to or within a development, the explanation under "SERVICE FROM EXISTING MAINS" on **page 5-2** applies.

### ***On-Site Mains***

All lots within a platted area shall be served by water and sanitary sewer mains. A lot is considered served by a main where the main is adjacent to one side of the lot. The developer shall defray all costs associated with extending the mains within a development except for side mains, oversize mains, and extra depth sewer mains. The rebate for oversize mains, and extra depth sewer mains due developer will be made within sixty days of the written acceptance of the main by the City.

### ***Side Mains***

The City will rebate to the developer one half the evaluated cost of an eight inch nominal diameter side main. Rebates will be made annually as frontage fees are received along the opposite side of the main. In order for side main rebates to be made, the property on the opposite side of the side main must be owned by an individual or legal entity not associated with the developer. Side main rebates shall not apply to mains installed by a developer where in the opinion of the Director of Utilities, the main cannot be reasonably accessed from the opposite side. Mains located on four lane divided highways and rights of way greater than 120 feet in width shall not be eligible for side main rebates.



*Developer "A" has installed the 8 inch sewer main to serve Block 1. When Developer "B" develops Block 2, frontage fees along Block 2 shall be rebated to Developer "A".*

### **Oversized Mains**

The City shall rebate to the developer the difference in evaluated cost between the oversized main and the size main required to serve the development as determined by the Director of Utilities. Oversize mains do not include mains oversized for grade purposes.

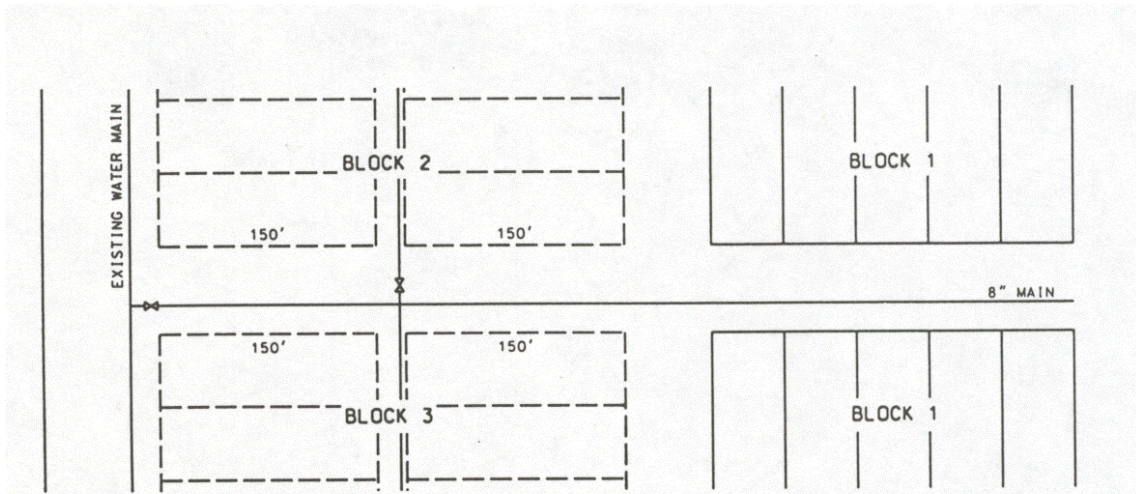
### **Extra Depth Sanitary Sewer Mains**

Mains installed at extra depth in order to serve future development of land not owned by developer may be required by the Director of Utilities. Extra depth rebates will be made by the City at the rate of 10% of evaluated cost for each two feet of extra depth over 10 feet.

### **Off-Site Mains**

Off-site programmed mains shall be installed by the City. Non-programmed mains shall be installed by the developer. Rebates for offsite mains installed by the developer shall be made annually based on collection of frontage fees from new intervening customers along the main and by addition of new customers at the rate of \$200 per customer tied to branches from the main extension. Frontage owned by the developer along the main shall not be considered for rebates. Rebates shall not exceed the original cost of the main less frontage owned by the developer.

Where off site mains are installed adjacent to an existing development only frontage fees along the existing development will be rebated to the developer originally installing the main.



*Developer "A" developed Block 1 and installed the 8 inch main. Developer "B" developed Blocks 2 and 3. Developer "A" may collect rebates for the platted frontage of Blocks 2 and 3 along the 8" main and \$200 for each customer served off of branches from the original 8" main.*

## **Service Taps**

The tap shall be made at the location requested by the customer where reasonably possible, but not across adjacent property unless the customer has a perpetual private easement filed with the applicable county courthouse prior to service being provided for the service line and the main cannot be reasonably extended in the opinion of the Director of Utilities. Use of a perpetual easement shall not be a means for avoiding frontage fees or fees to extend mains.

The service line shall extend from the main to the right-of-way line or edge of easement perpendicular to the main where possible. The tap will not be made in such a manner that the private service line will run parallel to and within the right-of-way.

Existing taps shall be used where possible. Where the tap cannot be used, the customer shall pay for the abandonment of that tap and the tap fee for a new tap.

Request for additional sanitary sewer taps in excess of any taps currently serving the customer must be approved by the Director of Utilities.

Where existing service lines cross property not owned by the customer, the customer's property is considered served even when a main does not exist adjacent to the property. Should the customer desire to move their tap, the customer shall be required to pay for all main extension costs, abandonment fees and new tap fees.

## **Fire Taps**

The City will make fire taps to existing mains for private fire suppression systems or private on site fire hydrants upon receipt of applicable frontage and fire tap fees. Where possible, taps will be made at the location requested by the customer. The customer shall be responsible for extending the fire line from the tapping valve into the property and providing necessary paving repairs and other repairs to facilities in the right-of-way or easement.

Where fire hydrants are desired on the customer's property, the customer shall own the hydrants and fire line and is responsible for the installation and maintenance of the hydrants and fire line. Where, in the opinion of the Director of Utilities, property is not receiving adequate standard coverage the City will install necessary fire hydrants in the street right-of-way at no cost to the customer. The City will install additional fire hydrants requested by the customer in street right-of-ways upon payment of all applicable costs and fees.

## **Abandonment of Taps**

When a service tap is no longer to be used, the customer must pay the cost to plug and abandon the tap at the main. Abandonments will be performed by the City.

## **Outside City Service**

Water and sewer service will be provided to any land use outside the city limits of Amarillo that meets the minimum standards of development contained in this policy.

To obtain utility service outside the city limits, the person requesting service must submit a written request to the Director of Utilities. The request must describe the use, the location of the service, estimate of volume of water and wastewater, characteristics of the wastewater, and number and size of taps. A map showing location of the tap with roads, streets, or section boundaries is also required. The applicant must also submit a land use plan for the development, which must be approved prior to approval of utility service.

The Director of Utilities shall review the request and approve or disapprove service based on the requirements of this policy. If service is denied by the Director of Utilities, the applicant may appeal in writing the decision within ten days to the City Secretary for consideration by the City Commission. The applicant will be advised of the date the City Commission will consider the request.

If the request is approved, the customer must pay actual cost of any right-of-way acquisition, main extensions, lift stations or pumps, and taps necessary to provide service. The estimated cost as determined by the Director of Utilities shall be placed on

deposit by the customer with the City and a Memorandum of Agreement shall be signed prior to beginning construction. Upon completion of the construction, all charges associated with the main extension shall be made against the deposit. The customer shall be refunded any excess funds remaining or be required to pay any deficits before service can begin.

### **Existing Agreements**

All existing agreements and contracts concerning water or sanitary sewer extensions shall remain in effect after this policy is adopted.

### **Existing Developed Areas**

This policy will apply to any existing development that requests utility service as though it is a new development seeking utility service.

### **Planning Standards**

To assure the orderly growth of areas outside the City of Amarillo, the applicant will prepare a master plan for the development of the area to be served with the utilities. When the area is within a close enough proximity to the city limits of Amarillo for the Planning Department to consider a potential for the annexation of the area within the next twenty years, then the Planning Department will prepare a master plan for the area adjacent to the utility line between the point of service and the city limits. In addition to the master plan requirements, any area requesting City utility service must meet the following minimum requirements:

1. All areas to be provided with utilities must be platted with all necessary easements and dedicated right(s)-of-way provided in accordance with the Development Policy Manual.
2. Where the proposed development is of a size that would normally require the dedication of park space, the developers will dedicate the land for such space to the City for a future park site. Should the City ever determine that the land dedicated for the park site would not be used as a park, it will revert to the original person(s) dedicating the site.
3. All streets within and adjacent to the development must be paved.
4. All manufactured home parks must meet all City of Amarillo requirements for manufactured home parks.
5. No manufactured homes will be served that do not meet all requirements for manufactured homes within the City of Amarillo.

6. The property must meet all subdivision platting, subdivision improvement, and building code requirements of the City.
7. No development will be served that fails to meet the requirements of the master plan prepared by the City or the developer for the area.
8. Any unified development or proposed development that requests service must have a property owners association or group that has received the legal status thereof to guide the development and continued maintenance of the area.

### **Utility Standards**

1. All utilities will be constructed in accordance with the minimum standards of the City of Amarillo.
2. Customers will be required to pay for all costs involving the extension of service including, but not limited to, lift stations, water storage facilities, engineering, construction, and right(s)-of-way acquisition. Recovery of capital costs will be through the normal recovery procedure of the Utility Extension Policy.
3. If annexation occurs, no reimbursement will be made for the cost of utility mains.
4. Backflow prevention devices will be installed on all service and will be inspected by the City. The City will set out all code-related inspection costs in the agreement with the person to be served with utilities.

### **Annexation Agreement**

Any person to be served with utilities outside the City shall sign a document agreeing to be annexed at any time requested by the City, or after any date stated in the agreement as being the minimum amount of time prior to annexation. This document shall be filed in the deed restrictions and run with the land.

### **Exceptions or Conflicts**

Any situation not covered by this policy shall be reviewed by the Director of Utilities. The Director of Utilities shall make a ruling on the resolution of the situation and that ruling shall be final.

**Frontage Fees and Evaluated Cost**

WATER		SEWER	
<i>Frontage Fees</i>	\$ 6 / ft.	<i>Frontage Fees</i>	\$ 7 / ft.
<i>Evaluated Costs by pipe size:</i>		<i>Evaluated Costs by pipe size:</i>	
6 in.	\$11 / ft.	6 in.	\$13 / ft.
8 in.	\$12 / ft.	8 in.	\$14 / ft.
10 in.	\$14 / ft.	10 in.	\$15 / ft.
12 in.	\$17 / ft.	12 in.	\$17 / ft.
16 in.	\$21 / ft.	15 in.	\$19 / ft.

Evaluated costs will be reviewed annually by the Director of Utilities and revised as necessary. Evaluated costs for pipe sizes other than those shown here shall be determined by the Director of Utilities.



*Section 6*  
*Flood Hazard*  
*Area*



## **Section 6**

### **Flood Hazard Areas**

The City of Amarillo and outlying areas are located on relatively flat land, therefore, surface drainage collects in the numerous playas (lakes) within the area. Playas, used for storage of rainfall runoff, vary in size and importance depending on the size and nature of the surrounding area which contributes runoff to the playas. The water collected in the playas eventually evaporates, seeps into the ground, or is pumped to an appropriate outlet. All development must be made with full recognition of the importance of surface drainage collection, storage of the lake areas, and flood-prone areas.

In discussing special flood hazard areas, there are two main aspects to consider. One aspect refers to special flood hazard area insurance regulations while the other concentrates on local development regulations enforced by the City.

#### **National Flood Insurance Program**

In 1968, Congress passed the National Flood Insurance Act and created the National Flood Insurance Program (NFIP) which is administered by the Federal Emergency Management Agency (FEMA). Through this program, federally-subsidized flood insurance is made available to residences and businesses located in special flood hazard areas. Before federal flood insurance can be made available to community residents, the community must adopt a federally-approved flood damage mitigation ordinance. The purpose of the program is to provide sensible floodplain management and to shift part of the cost of flood losses from the taxpayer to those people who choose to build in designated special flood hazard areas. These designated special flood hazard areas are shown on Flood Insurance Rate Maps (FIRM) as prepared by the Federal Emergency Management Agency (FEMA).

#### **Local Flood Damage Mitigation Standards**

State law authorizes political subdivisions to take all necessary and reasonable actions to comply with the requirements of the National Flood Insurance Program. The City of Amarillo does participate in the National Flood Insurance Program and has adopted a Flood Damage Mitigation Ordinance that has federal approval.

The purpose of local flood hazard area regulations is to regulate and restrict land uses that would cause increases in flood elevations or velocities. The ordinance prevents the construction of barriers that would divert flood waters and would subject other land to greater flood hazards. By controlling the alteration of natural floodplains, these regulations attempt to minimize losses in designated flood hazard areas.

Flood hazard area regulations may be enforced through zoning requirements, subdivision regulations, and building codes. The City of Amarillo uses subdivision and

building codes to enforce the Flood Damage Mitigation Chapter (Flood Damage Mitigation Ordinance) of the Amarillo Code of Ordinances. For example, no subdivision plat will be approved nor a building permit issued unless the provisions set forth in the Flood Damage Mitigation Ordinance are met for the proposed site.

The City Engineer is responsible for the implementation and administration of the Flood Damage Mitigation Ordinance. However, the Planning Department, in conjunction with the Planning and Zoning Commission, is responsible for collecting pro rata fees on subdivision plats. All properties within the City and in the City's extraterritorial jurisdiction are within one of several designated watersheds that contribute runoff to a playa or water course. Each property within the watershed is responsible for runoff that is contributed to its playa. During the platting process in and around undeveloped playas, pro rata fees are collected which are held by the City in special interest-bearing accounts. The fee is calculated using a formula based on the appraised value of land as is determined by the Board of Appraisal Review.

After the watershed is completely developed, the monies collected for that watershed will be disbursed to the landowners of the property between the boundaries of the FEMA base flood and the City base flood areas. However, the owners must meet one the following requirements to receive their proportionate share of the monies:

- (1) excavate enough to contain the City base flood;
- (2) file legal instruments assuring that the City base flood area will be kept in its natural state and prohibit future development; or
- (3) install and provide a positive method of storm water drainage that is approved by the City.

The reason pro rata fees are collected and disbursed as described above is because the owners in this area have limited use of their land and the property must be elevated prior to development. Therefore, the City believes that these landowners are entitled to financial reimbursement from other properties that contribute runoff to the lake.

Prior to any plat approval, when any part of the plat is in a special flood hazard area, the City Engineer must certify that the plat does comply with all flood damage mitigation requirements. The Planning and Zoning Commission is not authorized to consider the plat for approval until such certification is made. This procedure includes plats both within the City limits and the extraterritorial jurisdiction of the City.

*Section 7*  
*Storm Water*  
*Management*  
*Policy*



## **Section 7**

### **Storm Water Management Policy**

These policies shall govern the planning, design, construction, operation and maintenance of all storm water drainage facilities within the City of Amarillo and all areas subject to its extraterritorial jurisdiction. Definitions, formulas, criteria, procedures and data presented herein have been developed to support these policies. If a conflict arises between the technical data and these policies, the policies shall govern.

#### **Administrative Policy**

##### ***Approvals***

All storm water drainage related plans, public and private, must have written approval from the City Engineer prior to bidding or beginning construction.

##### ***Manual Revisions***

Revisions to the Storm Water Management Criteria Manual will be issued in writing and can only be made by the City Engineer with approval of the City Commission. Minor changes or modifications will be summarized in errata sheets and will be distributed as necessary. Major changes affecting policy, criteria, methodologies, or engineering data will be distributed as addenda or as replacement pages at the time the change is adopted. It shall be the responsibility of the Manual user to provide the City with a current address in order to receive written changes. Changes requested by users shall be accompanied by detailed comparative engineering data supporting the reasons and justifications for the change.

##### ***Design Requirements***

The design criteria presented in the Storm Water Management Criteria Manual represent good engineering practice and should be utilized in the preparation of drainage plans and drainage facilities construction plans. The criteria are not intended to be an iron-clad set of rules within which the developer and engineer must work; they are intended to establish guidelines, standards and methods for sound planning and design. Alternative methods of design should be submitted in a timely fashion to the City Engineer for consideration.

The design criteria shall be revised and updated as necessary to reflect advances in the field of urban drainage engineering, urban water resources management, and as water quality and other regulations change.

Drainage plans and drainage facilities plans must be prepared, signed and sealed by a Texas licensed professional engineer. The City of Amarillo and engineers will utilize the

Manual in the planning of new facilities and in their reviews of proposed works by developers, private parties, and other governmental agencies.

### **Financial Responsibility**

The City Drainage Policy requires that developers pay for all storm water drainage facilities and improvements that directly serve their development. The term “directly serve” shall mean all “on-site” or all property within the boundaries of the developer’s ownership and/or the overall proposed plan of the total subdivision development, including no less than one-half (½) of all abutting perimeter arterial streets planned to provide or providing access to the subdivision development area. These facilities and improvements shall be designed to comply with good engineering practice and at a minimum be adequate to meet the standards of both major and minor storm events.

The City shall be financially responsible for required off-site storm water drainage improvements which are determined as being necessary to adequately accommodate storm water drainage associated with a developer’s subdivision development. The term “off-site storm water drainage improvements” shall mean those new and upgraded storm water drainage facilities and improvements which are not located on or within a developer’s property or proposed plan of total subdivision development, but are required by good engineering practice and are incorporated as part of the applicable watershed drainage master plan for the geographic area in which the proposed subdivision development is planned to occur. The City may also be financially responsible for the partial funding of specific expanded or enlarged, developer funded “on-site” drainage facilities and improvements which are required to accommodate “off-site” storm water drainage which hydrologically must utilize an on-site storm water drainage system. The required expansion or enlargement of on-site developer funded storm water drainage facilities shall be known as “oversize improvements”. To qualify for City financial assistance, oversize improvements must be incorporated and approved as part of an applicable watershed drainage master plan, based on good engineering practice and a City accepted and approved subdivision design and associated land use plan. The City's funding responsibility shall not include the cost of property acquisition or dedication of any required on-site or off-site drainage easements or rights-of-way.

The City shall annually develop and maintain a Capital Improvement Program (CIP) for proposed drainage improvements. The program will include facilities and improvements required by anticipated future development. However, when City funding is not appropriated in its applicable fiscal year budget or is not immediately available for construction of off-site or oversize drainage improvements required by a new subdivision development, the developer may, at his/her option, wait for such funding to become available before proceeding with development or install all required off-site or oversize drainage improvements at the his/her expense.



## **Design Policy**

### ***Qualifications***

All drainage related plans shall be designed by a Texas licensed professional engineer. The engineer shall attest that the design is in accordance with the Storm Water Management Criteria Manual.

### ***Computations***

Computations shall be submitted for review to the City Engineer and shall be in accordance with the procedures, standards, and criteria of the Storm Water Management Criteria Manual.

### ***Drainage Systems and Design Storm Frequencies***

Every area shall be evaluated for two separate and distinct drainage systems. The first drainage system to be evaluated is the minor system and the other is the major system as defined below. To provide for orderly urban growth, reduce costs to future generations, and prevent loss of life and major property damage, both systems must be planned and properly designed and implemented.

#### ***Minor Storm Provisions***

The minor storm water drainage system is necessary to reduce maintenance costs, to provide protection against frequently occurring storms, to implement an orderly urban system, and to provide convenience to the residents. The minor storm water drainage system shall be designed to convey the runoff from a 2-year storm. A 2-year storm is one that has a 50% chance of being equaled or exceeded in any given year.

#### ***Major Storm Provisions***

In addition to providing storm water drainage facilities for the minor storm runoff, provisions shall be made to prevent significant property damage and loss of life from the major storm runoff. These provisions shall be known as the major drainage system. The major storm water drainage system shall be designed to accommodate a 100-year storm. A 100-year storm is one that has a 1% chance of being equaled or exceeded in any given year. The impact of the major storm shall be investigated and adequate major storm facilities shall be provided. A well-planned major drainage system can reduce the need for minor storm water drainage systems.

The City Drainage Policy requires all development to include planning, design, and construction of minor and major storm water drainage systems in accordance with the Storm Water Management Criteria Manual.

There are many developed areas within the City of Amarillo which do not conform to the drainage standards contained in the Manual. It is recognized that the upgrading of

these developed areas to conform to all of the policy, criteria, and standards contained in the Manual will be difficult to obtain, short of complete redevelopment or renewal. Therefore, in the planning of drainage improvements and the designation of floodplains for existing developed areas, the use of the criteria and standards contained in the Manual may be varied or waived as determined by the City Engineer in accordance with established variance procedures.

### ***Hydrologic Analysis***

The determination of peak runoff magnitude shall be accomplished using either the Rational Method, HEC-1, HMS, or other computer modeling techniques and accepted methods approved by the City Engineer. Peak flow rates for various return periods may be determined using Section 2 of the Storm Water Management Criteria Manual. The Amarillo Peak Flow Curve Method is based on drainage area size and land use characteristics and may be used in lieu of the methods noted above for areas up to 2,000 acres. When using HEC-1, the SCS Unit Hydrograph option is preferred.

#### *Areas Under 200 Acres*

Design peak discharges for the minor and major storm water drainage systems for areas less than 200 acres may be computed using the Rational Method or the Amarillo Peak Flow Curve Method described in Section 2 of the Storm Water Management Criteria Manual.

#### *Areas Over 200 Acres*

Design peak discharges for areas over 200 acres may be computed using the Amarillo Peak Flow Curve Method, HEC-1, HMS, or other approved computer modeling programs. These methods shall be used for designing both the minor and major storm water drainage systems.

Where hydrographs are needed for flood routing through detention basins and other major drainage systems, they shall be computed using a hydrograph modeling technique approved by the City Engineer.

For areas over 200 acres, where the computation of peak flows for individual sub-basins less than 200 acres is involved, the Amarillo Peak Flow Curve Method should be used. Use of the peak flow curves in this instance provides a composite approach which ensures the consistency of results obtained using the Rational Method and hydrograph methods over the range of drainage areas up to 2,000 acres.

#### *Areas Over 2,000 Acres*

For areas over 2,000 acres, peak flows and design hydrographs should be based on the HEC-1, HMS, SCS TR-20, or TR-55 hydrograph models, and **not** on the Amarillo Peak Flow Curve Method.

### ***Accuracy***

The peak discharges determined by analytical methods are approximations. The drainage system will rarely operate at the design discharge. Flow will always be more or less in actual practice, merely passing through the design flow as it rises and falls. Thus, the engineer should not overemphasize the accuracy of his computed discharges. The Engineer should emphasize the design of a practical and hydraulically balanced system based on sound logic and engineering.

### ***Computer Models***

A variety of computer models are available for hydrologic and hydraulic analyses. Approval of the City Engineer must be obtained before using models other than those specifically identified in the Storm Water Management Criteria Manual. The most recent versions of the chosen model must be used.

### ***Coordination of Planning Efforts***

The planning for drainage facilities should be coordinated with planning for open space, transportation, utilities, recreation and solid waste collection. By coordinating these efforts, new opportunities can be identified which will assist in the solution of drainage problems. The planning of drainage facilities in coordination with other urban needs results in more orderly development and lower cost.

Open space may provide significant urban social benefits. Use of natural drainageways is often less costly than constructing and maintaining artificial channels. Combining the open space needs of a community with major drainageways can be a desirable conjunctive use.

The design and construction of new streets, alleys and highways should be fully integrated with drainage needs of the urban area to promote efficient drainage and avoid flooding hazards.

### ***Use of Streets and Alleys***

Streets are significant and important in urban drainage and shall be used for storm runoff up to reasonable limits, recognizing that the primary purpose of streets is for traffic. Limits of the use of streets for conveying storm runoff shall be governed by the design criteria in the following table.

## MINOR STORM RUNOFF ALLOWABLE STREET USE

<b>Street Classification</b>	<b>Maximum Pavement Encroachment</b>
Local and Collector	No curb overtopping. Flow may spread to crown of street.
Arterial	No curb overtopping. Flow spread must leave at least one through lane in each direction free of water.
Freeway	No significant encroachment is allowed on any traffic lanes.

When the above maximum encroachment is reached, a separate storm water drainage system or additional storm water drainage capacity shall be provided and designed on the basis of the minor storm. However, construction of the major drainage system is encouraged to quickly drain the minor storm runoff from the street.

While it is the intent of this policy to have major storm runoff removed from public streets at frequent and regular intervals into major drainageways, it is recognized that water will often tend to follow streets and roadways. Therefore, streets and roadways often may be aligned so that they will provide a specific runoff conveyance function. Planning and design objectives for the major drainage system with respect to public streets shall be based upon the limiting criteria identified in the following table.

## MAJOR STORM RUNOFF ALLOWABLE STREET INUNDATION

Street Classification	Allowable Depth and Inundated Areas
Local and Collector	Residential dwellings and public, commercial, and industrial buildings shall not be inundated at the lowest finished floor elevation unless buildings are flood-proofed. The depth of water over the gutter flowline shall not exceed 24 inches.
Arterial	Residential dwellings and public, commercial, and industrial buildings shall not be inundated at the lowest finished floor elevation unless buildings are flood-proofed. The depth of water at the street crown shall not exceed 12 inches in order to allow operation of emergency vehicles. The depth of water over the gutter flowline shall not exceed 24 inches.
Freeway	No inundation is allowed.

The allowable flow across streets shall be limited within the criteria shown in the following table.

### ALLOWABLE CROSS STREET FLOW

Street Classification	Minor Storm Runoff	Major Storm Runoff
Local and Collector	6 inches of depth in valley gutter	24 inches of depth in valley gutter
Arterial	None	12 inches or less over crown
Freeway	None	None

In general, an arterial street crossing will require installation of a storm drain system or other suitable means to transport the minor storm runoff under the arterial street. Collector streets shall have cross valley gutters only at infrequent locations, as specified in accordance with good engineering practices.

Lowering of the standard height of street crown shall not be allowed for the purposes of hydraulic design, unless approved by the City Engineer. In no case will reduced crowns be allowed on arterial streets.

Where additional hydraulic capacity is required on a street, the gradient must be increased and/or inlets and storm drains or other storm water conveyance facilities shall be installed to remove the required portion of the runoff.

Alleys are not an integral part of the drainage system. In general, alleys shall be designed to convey only the runoff from the rear of adjacent lots and direct it to the street at the end of the block. In no case shall runoff in any street be directed to flow into an alley or an alley be used as a drainage way.

### ***Open Drainage Channels***

Within the City, the conveyance of storm water will often be through the use of open, drainage channels, either natural or man-made.

Natural drainageways that have carried the storm water prior to development should continue to be used to carry the storm water after development. Natural watercourses, perhaps wet only during and after large rainstorms, generally should not be filled, straightened, or altered significantly. Channelizing a natural waterway tends to reduce natural storage, increase flow velocity and cause higher downstream peaks, often to the detriment of those downstream as well as those adjacent to the channel. Effort must be made to reduce flood peaks and control erosion so that the natural channel is preserved. Therefore, drainage designs which include new or reconstructed drainage channels should be carefully weighed against the environmental and financial considerations of maintaining a natural drainageway.

Artificial, man-made channels may or may not follow the natural contours, but normally operate more efficiently when the natural contours are used. The design of man-made open channels involves making decisions as to the channel routing, alignment, cross-section and lining to achieve an optimum shape and profile that is aesthetically, politically, environmentally and economically feasible. All open channels should be routed and designed to avoid or minimize safety hazards.

Generally speaking, a stabilized natural channel or the artificial, man-made channel which most nearly conforms to the character of a stabilized natural channel is the most efficient and most desirable.

New or reconstructed drainage channels shall convey the 5-year storm on an improved surface other than grass. Concrete riprap is preferable for the improved surface.

A dedicated drainage easement shall be provided with all drainage channels. This easement shall also provide a minimum access width of 20 feet from the channel bank on each side unless otherwise approved by the City Engineer. For some small channels, access may be provided on one side only. The access portion of dedicated easements shall be sufficiently cleared and graded to allow easy access by maintenance equipment.

In reviewing any development, the method of conveying storm water must be reviewed in relation to the impact upon the development and citizens using the development. Some concerns that need to be addressed in determining the appropriate method of drainage in or near a residential development or areas with high citizen usage are:

- the depth and velocity of the channel flow,
- the method of maintenance of the natural drainageway or artificial channel, and
- the open space requirements adjacent to the natural drainageway or artificial channel to make them available for purposes other than the conveyance of storm water, purposes which are compatible with periodic inundation.

Developers must work with the Engineering, Parks, and Planning Departments to assure that the needs of the citizens are considered when designing the drainage systems for residential subdivisions. If the developer and City staff cannot reach agreement on the best method of handling storm water drainage, the final determination will be made by the Planning and Zoning Commission after a hearing with all interested parties.

### ***Playa Effect and Tailwater***

The depth of flow in the receiving drainageway or playa must be taken into consideration for backwater computations for both the minor and major storm runoff. Backwater computations shall assume a starting elevation greater than or equal to that for the same return period as the minor and major design storms assuming a fully developed watershed.

### **FEMA National Flood Insurance Program**

The Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP) which enables property owners to purchase flood insurance at a reduced cost. In return for making flood insurance available for existing structures, the participating community agrees to regulate new development in Special Flood Hazard Areas (SFHAs). These SFHAs are areas that have special flood and/or flood-related erosion hazards. These regulations are adopted in the form of a Flood Damage Mitigation ordinance.

FEMA publishes Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) showing flood hazard areas and the degree of risk in those areas. An FHBM is based on approximate data and identifies, in general, the Special Flood Hazard Areas within a community. FHBM's are used for floodplain management and insurance purposes during the emergency phase of the NFIP. When a detailed Flood Insurance Study has been conducted the FIRM will show base flood elevations, insurance risk zones and flood plain boundaries and may show floodways in water course locations.

If a flood map is believed to be incorrect, procedures have been established to change or correct a flood map. They include Letter of Map Amendments (LOMA); and Letter of Map Revisions (LOMR). A LOMA results from a technical data or scientific data review submitted to FEMA by the owner who believes their property has been incorrectly included in a designated Special Flood Hazard Area. A LOMR is used to change flood zones, flood delineations, flood elevations, and planimetric features. A LOMR is an amendment to the effective FEMA map and is usually followed by a physical map revision. A physical map revision, initiated through FEMA, is an official republication of a map to effectuate changes to flood insurance zones, floodplain delineations, flood elevations, floodways, and planimetric features.

All developments that require a Storm Water Pollution Prevention Plan (SWPPP) in compliance with the National Pollutant Discharge Elimination System (NPDES) of the Clean Water Act must do so prior to development. The developer and the contractor must prepare the SWPPP and submit the Notice of Intents (NOI) and Notice of Terminations (NOT) in accordance with the Amarillo Code of Ordinances.

### ***Playa Management***

City policy is to provide protection to properties adjacent to playas against flood damage up through the City base flood considering ultimate watershed development conditions. For those areas which do not meet this criterion, protection will be achieved through diversion (pumping or gravity outfall), deepening excavation, or a combination of both. Prior to protecting vulnerable properties through diversion or deepening of the playa, the relative cost of non-structural measures shall be considered.

Projects which propose reclaiming low-lying or flood prone areas by raising the ground surface with fill must conform to the Flood Damage Mitigation Chapter (Flood Damage Mitigation Ordinance) of the Amarillo Code of Ordinances which regulates development around playas by requiring developers to provide compensatory storage volume to make up for the capacity lost through the filling project. Proposed filling projects must also address reduced evaporation losses from the smaller free water surface of the playa, the influence of the local water table on playa capacity to store storm runoff, and backwater effects on existing adjacent developed areas.

Predicted levels for the playas for return intervals of 2-year through 100-year shall be as determined by the Playa Simulation Model (ASAPP). City base flood elevations in the Flood Damage Mitigation Ordinance may be modified by the City Engineer with approval of the City Commission to match the 100-year flood level as predicted by ASAPP.

### ***Erosion and Sediment Control***

The need for sediment and erosion control facilities, either permanent or temporary, shall be determined according to the standards for sediment and erosion control in developing areas as stated in the Storm Water Management Criteria Manual, the NPDES or Texas Pollutant Discharge Elimination System (TPDES) program.



A temporary erosion and sediment control plan is required for all developments. Any temporary erosion and sedimentation control facilities shall be constructed prior to any grading or extensive land clearing. These facilities must be maintained until construction and landscaping are completed and the potential for significant erosion has passed.

### ***Storm Water Transfer***

Planning and design of storm water drainage systems should not result in the transfer of drainage problems from one location to another. Channel modifications which create or increase flooding downstream shall be avoided, both for the benefit of the public and to prevent damage to private parties. Erosion and downstream sediment deposition, increase of runoff peaks, and debris transportation should be avoided.

The subdivision development process can significantly alter historical or natural drainage paths. When these alterations result in a subdivision outfall system that discharges back into the natural drainageway at or near the historical location, the alterations are generally acceptable.

Master planning and any conceptual development plan must be based upon potential future upstream development as determined by the City Engineer.

The policy of the City is to avoid transfer of storm water drainage runoff from one basin to another and to maintain historical drainage paths. However, the transfer of drainage from basin to basin is a viable alternative in certain instances and will be reviewed on a case by case basis.

### ***Detention and Retention***

Storm water runoff may be stored in detention and retention basins and playas. Such storage reduces the drainage capacity required, thereby reducing the land area and expenditures required downstream. Multipurpose utilization of such storage areas is encouraged. Detention/retention basins shall be analyzed both individually and as a system to assure compatibility with one another and with the overall Storm Water Management Master Plan. Playas shall be analyzed using the Playa Simulation Model (ASAPP). All methods of analysis shall be approved by the City Engineer.

Storage of storm water runoff close to the points of rainfall occurrence such as the use of parking lots, ball fields, property line swales, parks, road embankments, borrow pits and on-site ponds is desirable and encouraged.

Parking lots, such as at shopping centers, create rapid runoff with high discharge rates. Parking lots should provide for temporary storage of runoff except where such storage is impractical. Wherever reasonably acceptable, parks should be used for short-term detention of storm runoff to create drainage benefits.

Maintenance of detention and retention basins requires the periodic removal of debris and sediment. Without maintenance, a basin will become unsightly, a social liability and eventually ineffective as a detention or retention basin. Maintenance of public basins will be assumed by the City when such basins are designed and built in accordance with the Storm Water Management Criteria Manual and adequate maintenance provisions, including access, are provided.

### ***Storm Water Runoff Quality***

The policy of the City of Amarillo is to include water quality considerations in planning for storm water drainage facilities. Sediment and debris must be collected and removed from storm waters by using detention storage or other means. Storm water facilities shall be compatible with the City's National Pollutant Discharge Elimination System (NPDES) permit. The City drainage policy shall require planning for water quality management of storm water runoff. The management of overall water quality of storm water drainage is required of all new developments and be compatible with the City's NPDES permit. Any construction activity may require a general storm water discharge permit from the Environmental Protection Agency.

### **Drainage Plan Requirements**

A Drainage Plan shall be prepared for any development within a drainage basin. The purpose of the drainage plan is to identify existing and proposed hydrology and hydraulics of the site and the proposed storm water drainage system. The plan shall also propose specific solutions to drainage problems that would occur as a result of development. Detailed analysis of drainage basin hydrology and hydraulics is required. Alternative solutions to drainage problems shall be noted and the capacity of facilities on and off-site shall be evaluated. Specific improvements including open channels, storm drains, grading, erosion and sediment control, inlets, culverts, detention/retention basins and other improvements shall be located and sized to meet the requirements of the minor and major drainage systems. The plan must describe the general treatment of drainageways, including safety and maintenance, and outline the protection of public facilities and the protection of private property adjacent to the drainageways.

There are many properties within the City of Amarillo that offer opportunities for redevelopment or in-fill development. It is recognized that most of the existing developed area around these properties will not conform to the drainage standards established in the Storm Water Management Criteria Manual. It is also recognized that upgrading the existing developed areas to conform to all the policy, criteria and standards in the Storm Water Management Criteria Manual will be difficult. Therefore, in planning the drainage improvements and the design of redevelopment or in-fill projects, the use of the criteria and standards contained in the Storm Water Management Criteria Manual may be varied or waived as appropriate by the City Engineer.

At a minimum, a drainage plan shall be submitted for all developments that certifies that buildings set 18 inches above the curb will be protected from the major storm. If there is no curb and gutter, a minimum building floor elevation shall be established for each building site that is at or above the level of the major flood.

### **Drainage Plan Submittal Standards**

Plans and profiles shall be drawn on sheets 24" x 36" or 11" x 17" to a horizontal scale of 1"=50' and to a vertical scale of 1"=2' or 1"=5' (scales may vary on special projects, such as culverts and channel cross sections).

Original drawings shall be presented to the City of Amarillo Engineering Department prior to receipt of final approval and shall remain the permanent property of the City of Amarillo. The Engineering Department will make reproduces and distribute them to the engineer of record the developer, and pertinent City personnel.

Plans for the proposed storm water drainage system shall include property lines, lot and block numbers, dimensions, right-of-way and easement lines, flood plains, street names, paved surfaces (existing or proposed), location, size and type of inlets, manholes, culverts, pipes, channels and related structures, contract limits, outfall details, miscellaneous riprap construction, contours, and title block.

Profiles shall indicate the proposed system (size and material) with elevations, flowlines, gradients, left and right channel bank profiles, station numbers, inlets, manholes, groundline and curblin elevations, typical sections, riprap construction, filling details, minimum permissible building floor elevations within 100-year floodplains and adjacent to open drainage features, pipe crossings, design flow capacities and velocities, and title block.

## **Operations and Maintenance**

Operation and maintenance of storm water drainage facilities and playas is required to ensure that they will perform as designed. Channel bed and bank erosion, drop structures, pipe inlets, and outlets, pumping facilities and overall condition of the facilities shall be routinely observed and repaired as necessary to avoid reduced conveyance capacity, displeasing aesthetics and ultimate failure. Sediment and debris shall be periodically removed from channels, storm drains, detention basins and retention basins. Trash racks and inlets shall also be routinely cleared of debris to maintain system capacity.

The developer shall provide for perpetual maintenance of private drainage facilities. Private drainage facilities are those drainage improvements which remain on private property, are designed to serve only private property and are not owned by the City. The City will provide for perpetual maintenance of public drainage facilities after the warranty period.

The City Drainage Policy requires that access be provided to all storm water facilities for maintenance and observation. Developers shall be responsible for providing system features to facilitate maintenance of minor drainage systems, including inlets, pipes, culverts, channels, ditches, detention basins and retention basins.



*Section 8  
Street, Alley &  
Drainage  
Facilities Design  
Criteria*



## Section 8

### Street, Alley, and Drainage Facilities Design Criteria

The criteria discussed in this section is intended to cover most street, alley, and drainage facilities design situations. The Director of Public Works retains the right to require other items not specifically stated in this criteria. Streets, alleys, and storm water drainage facilities must meet the City design and construction standards for developments located inside the City limits and within Amarillo's extraterritorial jurisdiction (ETJ), which extends five miles beyond the City limits.

#### Paving Policy

##### General Provisions for City bid paving projects

1. For the purpose of this policy, the term "paving" shall include the street paving and concrete curb and gutter or concrete drainage valleys, as applicable.
2. Paving shall be constructed in accordance with plans and specifications expressly approved by the Engineering Department.
3. The City will at its cost adjust and/or replace improvements such as existing private drives, sidewalks and retaining walls.
4. Adjacent property owners shall be responsible for removal from the construction area (within the public right-of-way) any of their own improvements, such as fences, trees, shrubs, and sprinkler systems prior to construction starting. Otherwise the contractor will remove and dispose of the improvements.
5. The Engineering Department will be responsible for review and construction observation on all paving projects.
6. Except as in *Thoroughfare or Arterial Street Paving* on **page 8-2** paving costs shall include the cost of any required sub-grade and base stabilization.
7. Street paving shall include concrete curb and gutter unless otherwise specifically approved by the City Manager.
8. Street paving widths shall comply with those widths established by the City of Amarillo Traffic Engineer.
9. The planned future use of the abutting property will determine what amount adjacent property owners must contribute to the construction costs.
10. All alley and street paving projects must tie into existing paving at both ends or consist of one or more complete blocks.
11. On paving projects initiated by the City, storm sewer cost will be borne by the City.

## **Construction Cost Allocation Residential Paving**

1. The cost of paving thirty-seven feet (37 ft.) back of curb to back of curb, also referred to as “back to back” or less width streets adjacent to low density residential property (R-1 and R-2, plus duplex developments in R-3 zones according to Article III of Chapter 4-10 "Zoning" of the Amarillo Code of Ordinances) shall be paid by the adjacent property owner.
2. If the City requires paving wider than thirty-seven feet (37 ft.) back to back adjacent to a low density residential use, the cost for any additional width of paving will be paid by the City except as noted in Item 3 below.
3. Forty-five feet (45 ft.) width back to back paving is required adjacent to high density uses in residential areas. The cost of one-half ( $\frac{1}{2}$ ) of such paving shall be borne by such high density use adjacent property owners. For low density residential properties across the street from such high-density uses, the difference in cost between a thirty-seven feet (37 ft.) and a forty-five feet (45 ft.) width street shall be paid by the City.
4. The City will pay the cost of any necessary adjustment of an existing paved intersection to conform to a proposed street width or grade.
5. On low density residential properties with double frontage, that is, having frontage on a street as well as having a rear property line on a street, the paving cost for the street along the back of the property will be fifty percent (50%) of the normal cost in Item 1 above.

## **Commercial Area Paving**

1. The cost of paving forty-five feet (45 ft.) back to back or less width streets adjacent to townhouses, multiple-family, commercial, industrial (“R-3”, except for duplex development through PD zones according to Sec. 4-10-61 of Zoning Ordinance), or institutional property shall be borne by the adjacent property owners.
2. If the City requires that the paving be wider than forty-five feet (45 ft.) back to back, the cost for the additional paving width will be borne by the City.
3. The City will pay the cost of any necessary adjustment of an existing paved intersection to conform to a proposed street width or grade.

## **Thoroughfare or Arterial Street Paving**

1. The cost of paving thirty-seven feet (37 ft.) back to back or less width streets adjacent to low density residential property or forty-five feet (45 ft.) back to back or less width streets adjacent to commercial or institutional property shall be borne by the property owner.
2. If the City requires that the paving be wider than the widths stated in Item 1, the cost for the additional paving width shall be borne by the City.
3. In the case of an access road-type paving, the adjacent property owner shall bear the cost of paving the access road and the City will bear the cost of paving the main street section.



4. On thoroughfare or arterial streets, which require pavement sections greater than the City standard pavement sections, the City will bear the additional costs.
5. If a developer of a low density residential area surrenders vehicular ingress and egress privileges to his property by backing up or siding the lots in development to a thoroughfare or major arterial street, his share of the cost for paving of the arterial street at the rear or side of those lots will be fifty percent (50%) of the normal property owner cost in Item 1 above. The plan for any such development must be approved by the Planning and Zoning Commission and must include a statement on the plat denying vehicular access to the thoroughfare or arterial street. On any plat recorded prior to May 7, 1974, the arterial or thoroughfare paving cost to the property owner of any low density residential lot backing up or siding to a thoroughfare or arterial street will be fifty percent (50%) of the normal cost in Item 1 above, regardless of ingress or egress.

### **Street Widening**

1. If curb, gutter and paving exist on a street and the property owners request widening, they shall bear the cost of the widening.
2. If the City initiates the widening of such street paving as described in Item 1 above, the City shall pay the total widening cost.
3. If only strip paving exists that was at someone's expense other than the City of Amarillo property owners shall pay only the cost of widening. If the existing strip paving was constructed at the City's expense, the property owners' cost shall be determined as if the street were undeveloped.
4. In Items 1 and 3 above, the City shall pay for the cost of the additional paving width beyond either thirty-seven feet (37 ft.) for residential property or forty-five feet (45 ft.) for commercial or institutional property.
5. If a funding agency (state, federal government, etc.) other than the City is involved in a City street paving project, the property owners shall not be responsible for any paving costs in excess of those required of the City by the separate funding agency.

### **Developer Agreements**

There will be no City construction cost participation in private paving projects for public streets or alleys. Prior to construction of a private paving project, the developer must submit to the Engineering Department specific information about the project, such as contractor's name and address, paving contractor's proposed cost, copy of contractor's insurance certificate, cut-sheets, and copies of NOI and SW3P (when applicable). The developer's signature on a letter drafted by the Engineering Department affirms that all required information has been submitted. A preconstruction meeting will then be scheduled. A sample "Developer Affirmation Letter" is shown on **page 8-16** and an example of the City Engineering Department's "Formal Notice to Proceed" letter is on **page 8-17**.

## **Design Guidelines for Street, Alley, and Drainage Facilities Construction**

### **Project Origination Phase**

#### ***City Funded Project***

A request for work order will be sent to the City Manager through the Director of Public Works. A preliminary construction cost estimate and a project design report will be prepared by the Engineering Department.

#### ***Privately Funded Project***

The developer contracts with a Texas licensed professional engineer to prepare plans for streets, alleys and drainage improvements.

### **Project Design Phase**

#### **Streets**

Horizontal and vertical alignment design shall conform to the criteria in “A Policy on Geometric Design of Highways and Streets” as prepared by the American Association of Highway and Transportation Officials (AASHTO) dated 1990 and shall be performed by a Texas licensed professional engineer. Deviations or variances from these standards will be reviewed and considered for approval on a case-by-case basis.

#### ***Street Design***

Provision shall be made for the extension of arterial streets in accordance with the transportation plan. Collector streets shall be provided for the circulation of traffic through a subdivision and connection to the arterials. Adequate local streets shall be provided to accommodate access within the subdivision. Residential streets shall be laid out so that they discourage their use by through traffic.

#### ***Street Hierarchy***

An arterial street is 49 feet to 91 feet in width back of curb to back of curb (back to back) providing four to seven lanes in 80 to 120 feet of right-of-way.

A collector street is 31 feet to 45 feet back of curb to back of curb in width in 50 to 70 feet of right-of-way. Street width depends upon the amount of traffic to be carried to serve the subdivision and the configuration of the lots.

A local street is 37 feet in width back of curb to back of curb in 60 feet of right-of-way. Local street widths for single family detached developments will be approved by the Traffic Engineer if they are a minimum of 31 feet wide from back of curb to back of curb in 50 feet of right-of-way provided that:

- All utilities are underground;
- Alleys are paved; and

- For cul-de-sac streets exceeding 100 feet from the intersecting street to the beginning radius of the cul-de-sac turnaround, an alley must connect with the turnaround end of the cul-de-sac. If the cul-de-sac street length is 100 feet or less from the intersecting street to the beginning radius of the cul-de-sac turnaround, no alley connector is required.

In the case of a developer desiring to create a unique subdivision design with additional open space, the Planning and Zoning Commission may recommend that the Traffic Engineer approve street rights-of-way and paving widths for local and collector streets in residential areas of development based upon average lot widths according to the following table. For local street widths that are less than 31 feet wide:

- All utilities must be underground;
- Alleys must be paved; and
- For cul-de-sac streets exceeding 100 feet from the intersecting street to the beginning radius of the cul-de-sac turnaround, an alley must connect with the turnaround end of the cul-de-sac. If the cul-de-sac street length is 100 feet or less from the intersecting street to the beginning radius of the cul-de-sac turnaround, no alley connector is required.

Average Lot Width	Paving Widths (minimum back to back width )		Minimum Right-of-way Width	Number of On-street Parking Lanes
	LOCAL ST.	COLLECTOR * R *		
75 ft. or greater	27 ft.	31 ft.	50 ft.	2
60 - 75 ft.	29 ft.	33 ft.	50 ft.	2
One-way boulevard	20 ft. each side	22 ft. each side	depends on median width	1

\* Minimum width. Additional width may be added for increased traffic volume and the location of churches, schools, parks, etc.

### **Centerline Offsets**

Street alignments with centerline offsets of less than the following should be avoided: local-local, 125 feet; local-collector, 150 feet; collector-collector, 200 feet.

### **Street Intersections**

More than two streets intersecting at a point should be avoided.

Streets should intersect at no less than seventy-five degrees (75°).

Streets should have at least fifty feet of centerline tangent section approaching an intersection measured from the right-of-way line of the intersecting street.

**Cul-de-sacs**

*Maximum Length*

Cul-de-sacs shall provide frontage access to all lots and shall not exceed one thousand feet (1,000 feet) in length

*Cul-de-sac paving and right-of-way widths*

The turnaround at the closed end of a cul-de-sac shall have a minimum right-of-way radius of 50 feet, a minimum back of curb radius of 40 feet, and shall maintain the back of curb to property line distance (10 feet) around the cul-de-sac itself. **(See Illustration A on page 8-7)**

*Street paving and right-of-way widths for **low density** cul-de-sac developments*

Minimum street right of way widths for single family detached developments shall be a minimum of 50 feet with a minimum paving width of 31 feet back of curb to back of curb, if all utilities are underground, alleys are paved, and access requirements are met such as connecting the alley to the turnaround end of the cul-de-sac if the cul-de-sac exceeds 100 ft. in length. **(See Illustration B on page 8-7)**. Paving width may be 27 ft. to 30 ft. from the back of curb to back of curb (depending upon average lot width) if all utilities are underground, alleys are paved and access requirements are met such as connecting the alley to the turnaround end of the cul-de-sac if the cul-de-sac exceeds 100 ft. in length. **(See Illustration C on page 8-7)**.

*Street paving and right-of-way widths for **high density** cul-de-sac developments*

Local street widths for high density developments (any development other than single family detached developments) shall be a minimum of 37 feet back of curb to back of curb in 60 feet of right-of-way, if all utilities are underground, alleys are paved, and access requirements are met such as connecting the alley to the turnaround end of the cul-de-sac.

**Centerline Radius**

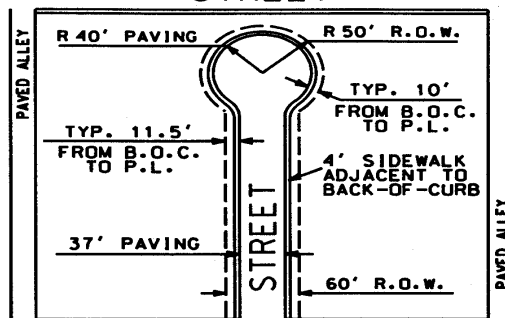
Local and collector streets shall have a minimum centerline radius of three hundred feet (300 feet) with a minimum of 50 feet of tangent between curves.

**Drainage Facilities**

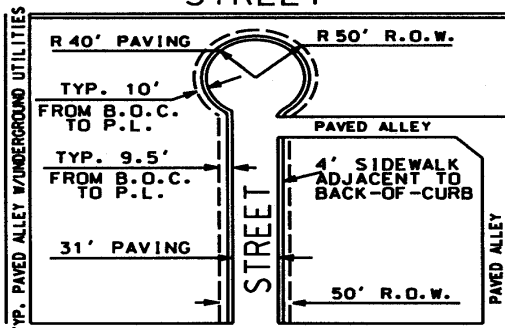
Storm water drainage facilities shall conform to the criteria in the latest edition of the City of Amarillo Storm Water Management Criteria Manual.

# Cul-de-sac Paving & ROW Width Illustrations for Single Family Detached Developments

**A**  
STREET

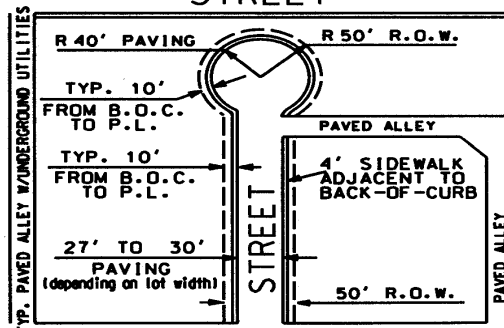


**B**  
STREET



Alley access from end of cul-de-sac  
31 ft. back to back street paving width allowed if alleys are paved and connects to cul-de-sac and utilities are underground. If cul-de-sac is less than 100 ft. in length, no alley connector is required.

**C**  
STREET



Alley access from end of cul-de-sac  
27 to 30 ft. back to back street paving width allowed (depending on lot width) if alleys are paved and connects to cul-de-sac and utilities are underground. If cul-de-sac is less than 100 ft. in length, no alley connector is required.

- Notes: (1) Deviations from Illustration A through C are considered on a case-by-case basis.  
(2) Streets over 100 ft. in length and without alley access must meet paving and radius dimensions of Illustration A.

## **Alleys**

Alleys shall be designed to accommodate required utilities, storm water from adjacent lots and tracts and expected vehicular traffic.

## **All Projects**

1. Projects shall conform to applicable regulations contained in the Flood Damage Mitigation chapter of the City of Amarillo Municipal Code, the City of Amarillo National Pollutant Discharge Elimination System (NPDES) Part II construction and compliance regulations, Section 404 of the Clean Water Act and Final NPDES General Permits for Storm Water Discharges from Construction Sites (Pollution Prevention Plans)
2. Street, alley and drainage projects shall be coordinated with other utility, communications and development projects to prevent construction conflicts.
3. The project engineer shall contact all affected utility companies and other companies who have facilities or easements within the project site.

## **Project Construction Phase**

1. The Engineering Department will provide contract administration, engineering design, construction observation and construction surveying on City-funded projects.
2. The developer will provide construction contract administration, engineering and construction surveying on privately funded projects. The Engineering Department will provide construction observation services on all projects.
3. The developer, through his staff or engineer, shall be responsible for construction safety. The Engineering Department through its contractual relationship shall make the developer aware of project conditions but not project methods concerning safety.

## **Project Warranty Phase**

1. The Engineering Department will provide contract administration and construction observation during the project warranty phase.
2. The construction contractor shall provide repair, replacement and reconstruction when required by contractual relationships.
3. The developer shall be jointly responsible with the contractor to obtain all warranty work including major repair

## Plans

Plans shall be prepared by or under the direct supervision of a Texas licensed professional engineer. Final plans shall bear the seal and signature of the engineer as required by the Professional Engineers Board. This requirement includes the Standard Detail Sheet(s).

## Scale

Plans and profiles for streets, alleys and drainage facilities, insofar as practical, shall be prepared using one of the following scales:

<u>Horizontal</u>	<u>Vertical</u>
1 in. = 20 ft.	1 in. = 2 ft.
1 in. = 40 ft.	1 in. = 4 ft. <b>or</b> 1 in. = 10 ft.
1 in. = 50 ft.	1 in. = 5 ft. <b>or</b> 1 in. = 10 ft.

Exceptions to these standards will be considered on a job specific basis by the Engineering Department.

## Profile Views

All streets, alleys and drainage facilities shall have a profile view shown.

## Final Drawings

Once Engineering Department review has been completed, one original of the final drawings shall be submitted to the City Engineer. If the project was prepared with computer-aided drafting and design (CADD) software, the plans shall be also submitted electronically compatible to the City of Amarillo CADD System. Once the final plans have been submitted to the City, the original becomes the property of the City and copies are made by the Engineering Department and distributed to the engineer of record and the developer.

## Project Sheet Layout

Insofar as practical, the north arrow shall point straight up or to the right on each sheet.

Separate plan sets shall be provided for streets, alleys and drainage facilities. These plan sheets shall be 11 in. high by 17 in. wide, and an electronic copy shall be submitted to the Engineering Department. Exceptions to sheet sizes will be considered on a individual project basis. The following sheets will be required, in this order, for all sets of plans:

- A title sheet with signature blocks and a site/location (vicinity) map as shown on **page 8-15**. The Street Superintendent, City Engineer and Director of Public Works will sign this sheet.
- The drainage area map with appropriate hydrologic and hydraulic information.
- Plan and profile sheets.

- Nonstandard Detail Sheets (if project requires it).
- Most current City of Amarillo Standard Detail Sheet(s).

At a minimum, the following information shall be shown on all drawings:

1. All existing and proposed utilities shall be shown on each sheet in both plan and profile views. All utilities, existing or proposed, shall be dimensioned off of property/right-of-way lines.
2. Stations shall be shown for all significant utility facilities and features as determined by the Director of Public Works or his representative.
3. All existing and proposed easements shall be shown.
4. Significant topographical, cadastral and planimetric features shall be shown.
5. Existing ground within the right of way, proposed or existing street or alley grades shall be shown. Street, alley and drainage facility grades must be those approved by the Public Works Division. Minimum street curb and gutter and alley grades are 0.4 percent with valleys being 0.5 percent or greater. The minimum percent grade for curb and gutter curves leading into and around cul-de-sacs shall be 0.6 percent. Percent grades around curb and gutter radii at street intersections shall be minimum 1.5 percent and maximum 5 percent.
6. Curve data for the centerline of the streets and alleys shall be shown.
7. Existing and proposed street, alley, and right-of-way (ROW) widths shall be shown.
8. The location and width of proposed and existing sidewalks in the right-of-way shall be shown.
9. At least one benchmark per plan and profile sheet shall be clearly described and the elevation shown. The benchmarks must be within acceptable elevation tolerances and if they are not original City of Amarillo benchmarks. Original City of Amarillo benchmarks from which the project benchmarks were created must be shown on the plans. The datum must be identified, either NGVD 29 or NAVD 88.
10. Existing water mains, sanitary sewer lines, storm sewer lines, natural gas lines, underground electrical cable, telephone cable, traffic signal cable, petroleum product lines and other product transmission lines shall have elevations shown on the plans. The methods of determining these elevations shall also be on the plan and profile sheets.
11. A title block must be shown on each sheet of the plans which shall include the name of the engineering firm responsible for the design, the page number of the sheet in the set of plans (the title page shall be considered to be Sheet 1), the scale of the drawings and the name of the project. The title block shall be similar in design to the one on **page 4-9** or of a design acceptable to the Director of Public Works.
12. Symbols and lines shall conform to those shown on the City's Standard Detail Sheets.



13. Stationing shall begin at the point the new street, alley or drainage facility intersects with an existing street, alley or drainage facility. Stationing shall increase from left to right across the plan sheet, except as approved otherwise. Stationing shall use the arc length of a curve. The use of negative stations should be avoided except as approved otherwise. If the previous project stationing can be continued, the stationing shall be extended into the new project.
14. All horizontal alignment equations shall be clearly shown on the plan and profile sheets. Additional layout information is required where profile grades do not parallel station lines (cul-de-sacs).
15. The vertical alignment of existing streets and alleys shall continue into the new project. Exceptions shall be on a project specific basis.
16. The plans shall clearly indicate all lot numbers, block numbers, lot distances, street names, etc.
17. Lot distances along the project boundaries shall be shown.
18. The field book number and its pages or diskette and filename that contain the recorded survey information shall be shown on each plan and profile sheet.
19. Each existing and proposed street and alley shall be properly dimensioned.
20. The distance from proposed back of curb to the property/right-of-way line shall be shown.
21. Existing driveways and walks shall be dimensioned and laydown widths shall be shown. The driveways and walks elevations shall be shown in the profile view.
22. Existing paving and curb and gutter shall be shown.
23. All curb and gutter radii shall be shown.
24. All existing and proposed valleys with direction of storm water flow shall be shown.
25. All horizontal ties to existing streets, alleys and lot corners shall be shown.
26. Top of curb elevation at each station, points of curvature (P.C.), points of tangency (P.T.), vertical points of intersection (V.P.I.) and end of separate curbs shall be shown. Curb returns and other critical points where construction may temporarily terminate shall be shown.
27. Typical paving and cross sections shall be shown on the detail sheets.
28. All horizontal alignment information shall be shown.
29. A Traffic Control Plan approved by the City of Amarillo Traffic Engineering Department and in accordance with the latest addition of the Texas Manual of Uniform Traffic Control Devices shall be included in the project plans.

30. If the project requires bid items with volume calculations, the cross sections will be included in the plans on separate sheets.
31. The project shall have a proposal detailing the construction by acceptable bid items.
32. A construction cost estimate prepared by the engineer of record shall accompany the project plans unless the developer requests otherwise.
33. Each plan sheet shall have been reviewed by the developer's designer, intermediate supervisor, and the engineer of record prior to review by the City of Amarillo.
34. At least one plan and profile sheet shall show the standard legend.
35. When a street incorporates curves into its length, stationing can remain along the center line or be presented along each back of curb and then a station equation at the point of tangency. However, in either case, minimum percent grades shall be maintained in the gutter sections as shown in Item 5.
36. In cul-de-sacs, stationing shall be along the back of curb.

## **Specifications**

The latest edition of the City of Amarillo Standard Specifications shall govern all construction items incorporated into the project. Alternatives can be made to the standard specifications. However, alternatives must be approved by the Engineering Department prior to incorporation into plans. The engineer of record will provide full construction details and specifications for all approved alternatives.

## **Engineering Design**

### *Approval From Engineering Department*

The engineer shall submit the project design report, drainage plan and construction plans to the Engineering Department for review and approval.

The developer must review the construction plans, drainage plan, and design report prior to submission to the City of Amarillo. The design engineer must prepare all reports and provide all information required by the City for the Developer's review. The engineer shall contact the developer for his review. The City will not approve nor accept projects which do not have a review and acceptance notice to the City from the developer. The developer may appoint a representative to approve and act on his behalf regarding review and acceptance of the plans and reports by the Engineering Department.

### *Texas Department of Transportation Permits*

Any work performed in State right of way will require a permit from the Texas Department of Transportation (TXDOT). The design engineer must obtain this permit. As a minimum, the City and the Contractor shall receive a copy of this permit prior to the start of construction. Construction shall not begin until a copy of all proper permits have been received by the Director of Public Works.

## *Existing Water And Sewer Mains*

Existing water and sanitary sewer mains will be uncovered by the City at the engineer's request and with City approval. It will be the engineer's decision to uncover existing mains, unless the City requests otherwise. The City is providing this as a free service and will schedule these requests as quickly as possible, but it is the engineer's responsibility to schedule these requests in advance to eliminate timing conflicts. The engineer shall be responsible for providing a survey crew to determine the elevation. In return for the City uncovering the existing lines, a copy of the elevations shall be provided to the City as soon as possible with a sketch clearly indicating the location which the line was uncovered, the elevation determined, and the benchmark used to determine the elevation. The City will not be responsible for conflicts in elevation between existing lines, proposed lines and proposed travelways.

The engineer shall provide all nonstandard details as required.

## **Construction Staking**

The horizontal and vertical control and other significant features shall be staked and cut/fill sheets shall be provided to the Contractor and affected utilities after City approval. A staked point generally shall consist of a wooden hub and wooden guard stake or lathe. The station of the point staked shall be clearly labeled on the guard stake. Plastic flagging of the appropriate color shall be provided on the wooden lathe. The guard stake and hub shall be painted the appropriate color. It is the responsibility of the developer to make certain all points necessary for construction are in place and to replace those points which have been disturbed or knocked out. A sufficient number of property corners must be monumented and marked to aid construction staking. The City Engineer and surveyor are to meet prior to construction to work out the details regarding monumentation and staking of property corners.

Cut/fill sheets prepared by the engineer or surveyor shall be provided to the Engineering Department at least two working days prior to the start of construction. The City will then issue the cut/fill sheets to the contractor, surveyor, and the utility companies. No work shall be performed by the contractor prior to the issuance of cut/fill sheets unless directed otherwise by the City Engineer.

The engineer and surveyor shall provide to the contractor all finished grades necessary for the project that are shown on the project plans. All grades must be approved by the City prior to any distribution. The contractor shall be responsible for making all adjustments to these items during later construction operations.

The surveyor shall provide metes and bounds description of all easements. A registered professional land surveyor shall verify that all rules and regulations have been met by affixing his/her seal to this document. The City will then prepare the easement document, send to the City Commission for acceptance, and file this with the appropriate courthouse.

## **Construction Observation**

The City of Amarillo will provide a City representative to observe the construction phase of the privately funded projects. The developer will coordinate the construction to accommodate the City representative's schedule and present work load.

It should be noted that City observation does not relieve the developer from the obligation to comply with all state and local regulations.

### **Project Administration**

The Engineering Department will administer all street, alley and drainage projects in the City of Amarillo. The developer, the engineer and surveyor will administer their respective portions of projects that are privately funded on private right-of-way (not public streets and alleys). The developer will coordinate the construction of all facilities necessary to serve the development. A City representative will observe the construction on all privately-funded projects.

### **New Development Adjacent to Existing Development**

New development adjacent to existing developed property presents circumstances which require special attention by the developer. The developer is responsible to ensure that all requirements are met.

### **Developer's Responsibility**

Previously accepted streets and alleys shall be repaired in accordance with the City of Amarillo Standard Specification, Subsection 4.01. The developer is responsible for all repairs to existing improvements generated by the new development, and the developer shall be responsible for these repairs in right-of-way and easements in accordance with all requirements of Subsection 4.01.

All time requirements in Subsection 4.01, IV., B shall be enforced by the developer and the City of Amarillo in order to minimize the disruption and inconvenience caused by the construction to the property owners and residents adjacent to the new development. The coordination of construction adjacent to existing developed property is critical and shall be the responsibility of the developer prior to any work proceeding.

The time constraints shall be strictly enforced by the City of Amarillo. The City may prohibit new building permits or the continuation of public improvements when time constraints of Subsection 4.01, IV., B are not adhered to.

<p><b>PROJECT TITLE</b></p> <p><b>PROJECT DESCRIPTION</b></p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>SITE / LOCATION</b></p> <p><b>MAP</b></p> </div>	<p>_____</p> <p>DIRECTOR OF PUBLIC WORKS</p>
		<p>_____</p> <p>CITY ENGINEER</p>
		<p>_____</p> <p>STREET SUPERINTENDENT</p>
		<p>_____</p> <p>DEVELOPER</p>

**Sample Title Page for Projects Submitted to Engineering Dept**

## Sample "Developer Affirmation" Letter

*Letter updated as of 11/1/2002*

Date

Developer Name  
Developer Company Name  
Developer Address  
Developer City, State, Zip

RE: (Project Name)

Dear Mr. (Developer Name):

The plans were approved on (date). Approval of the plans is not approval of construction. All construction and testing will be overseen by our Project Representative.

Before the Engineering Department will allow this construction, the following information is required. After all of the information has been received, the Engineering Department will issue the "Notice to Proceed" letter. No construction requiring project representative observation will be allowed before the date stated in the "Notice to Proceed" letter.

Please sign and return the letter with the following information:

1. Contractor's Name & Title  
Contractor's Address
2. The contractor's proposed cost
3. Copy of Contractor's Insurance Certificate
4. Cutsheets
5. Copies of NOI and SW3P when applicable.

If you have any questions or comments, please call me at 378-4227.

Sincerely,  
CITY OF AMARILLO

Michael K. Smith, P.E.  
City Engineer  
mc: (Engineer)  
(Contractor Company Name)  
(Project Representative)

Developer's Signature: \_\_\_\_\_ Date

## Sample "Notice to Proceed" Letter

*Letter updated as of 11/1/2002*

Date

Developer Name  
Developer Company Name  
Developer Address  
Developer City, State, Zip

RE: (Project Name)

Dear Mr. (Developer Name):

This letter is your "Formal Notice to Proceed" on (Project Name). The start of construction date for the project is (project date).

Please notify me at 378-4227 at least two working days prior to beginning construction requiring observation by our Project Representative.

Sincerely,

CITY OF AMARILLO

Michael K. Smith, P.E.  
City Engineer

mc: Contractor  
Project Representative  
Engineer  
Steve Miller, P.E., Assistant Director of Utilities





*Section 9*  
*Driveways and*  
*Parking Lots*



## Section 9

### Driveways and Parking Lots

#### Driveways

The efficiency and safety of a roadway facility without control of access depends to a large extent upon the amount and character of roadside interference, most of which originates in vehicle movements to and from businesses, residences, or other development along the roadway. Interference resulting from indiscriminate roadside development and uncontrolled driveway connections results in lowered capacity and increased hazard. Accordingly, regulation and overall control of driveway connections are necessary to provide efficient and safe operation of the roadway.

#### Permit

A driveway permit shall be obtained from the Traffic Engineering Department of the City of Amarillo before any person removes, alters, or constructs any curb, approach, or gutter on any public property. One of the requirements in obtaining a permit is the submission of a scaled plot plan showing the location of property lines, streets, alleys, proposed construction, proposed and/or existing off-street striped-off parking, and all existing buildings or structures on the lot. If the driveway is part of new construction, the driveway permit may be considered as part of the building permit obtained from the Code Enforcement Department.

The Traffic Engineer has the authority to prohibit a driveway in a requested location as long as there is adequate access to the property.

#### Prohibited Locations

No driveway will be permitted to encompass or encroach upon any utility or municipal facility. The relocation of utilities and municipal facilities may be authorized by the City of Amarillo; however, such relocation will be made at the expense of the person requesting the permit.

#### Definitions

For the purpose of this section of the manual, the following definitions of driveway types shall apply:

- Residential Driveway - one providing access to a single family residence or a duplex.
- Commercial Driveway - one providing access to an office, retail, or institutional building or to an apartment building having three or more dwelling units. Such buildings are customarily serviced by trucks but as an incidental rather than as a principal driveway use. Industrial plant driveways whose principal function is to serve administrative or employee parking lots are also considered to be Commercial Driveways.
- Industrial Driveway - one directly serving substantial numbers of truck movements to and from loading docks of an industrial facility, warehouse or truck terminal. A centralized retail development, such as a community

or regional shopping center, may have one or more driveways specially designed, signed and located to provide access for trucks. They are classified as Industrial Driveways.

### Driveway Frequency

In order to insure safe and efficient operation of the Amarillo street system, the frequency of direct access driveways for each functional classification of street shall be as follows:

#### Frequency of Driveways

Functional Classification	Frequency (excludes circular driveways)	
	Residential Driveways	Commercial and Industrial Driveways
Primary Arterial	Prohibit	Up to two per 300' frontage
Secondary Arterial	Special Cases Only	Up to two per 200' frontage
Collector	One per frontage	Up to two per 100' frontage
Local	Up to two per frontage	Up to two per 100' frontage

All streets classified as Primary Arterial, Secondary Arterial or Collector are shown in a Functional Street Classification Map for the City of Amarillo on **page 9-4**. All streets not designated with these classifications are considered Local streets. Frontage roads along expressways and freeways will be considered as Collector streets.

Where special circumstances warrant, an additional driveway may be permitted. Applicants should contact the Traffic Engineering Department concerning special cases or any case not covered by the frequency standards. Also, circular residential driveways may be installed along any street.

### Design Standards

The City of Amarillo standards for the design of residential, commercial, and industrial driveways are shown in illustrations on **pages 9-5 through 9-15**. Based on a traffic engineering study, the Traffic Engineer or his appointed agent shall have the authority to override the driveway design standards where application of these standards would impose excessive restrictions on the property owner. The minimum and maximum dimensions shown allow some flexibility in the layout and design of driveways. High-volume driveways which serve such land uses as large shopping centers, industrial plants, drive-in movies, etc., require a special high type design based on expected traffic volumes and turning movements. Engineering judgment will override recommended dimensions if warranted by specific traffic conditions.

Driveways will be designed with no abrupt changes in grade. Such grades force vehicles to drive at low speeds, creating the possibility of rear-end collisions, and allow the potential for damage to the undersides of vehicles.

Under special circumstances, such as one-way driveways on one-way streets, driveway alignment angles of less than 90° might be feasible; however, 90°alignments are considered most desirable.

All commercial, industrial and public parking lots shall comply with the design standards for driveways and parking lots. Public Parking lots shall include parking facilities that have spaces leased to the public or provided by employers for their employees.

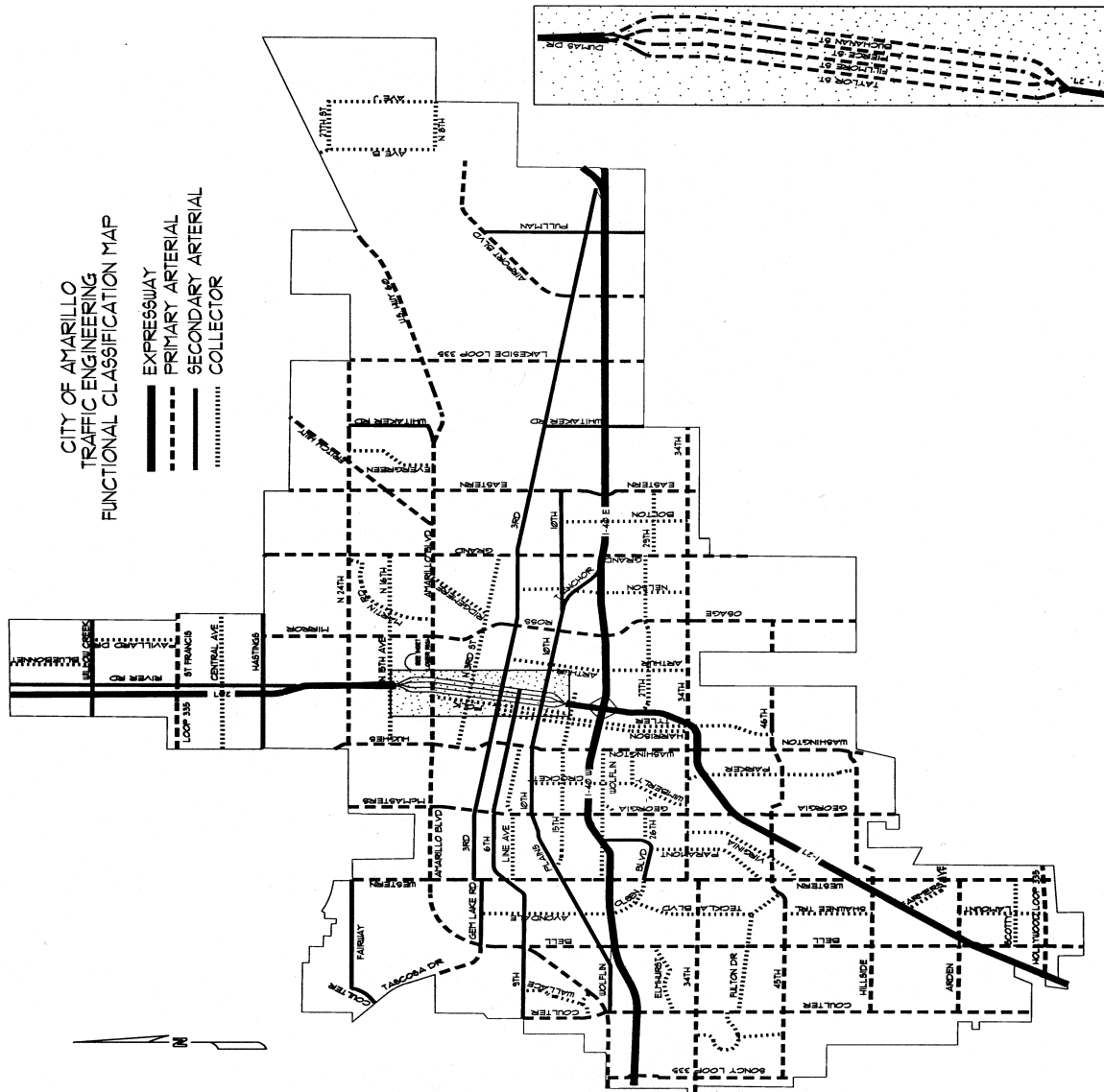
A residential driveway on a street classified as "local" may be placed adjacent to the corner or alley curb return as long as the corner or alley curb return is left intact and is in no way encroached upon. On collector and arterial streets, the residential driveway shall be a minimum of five feet from the corner curb return, but may be adjacent to the alley curb return.

### **Construction of Driveways**

All driveways are to be constructed of reinforced portland cement concrete according to City specifications and will extend at least to the end of the driveway curb radii. Where design standards would require a driveway to encroach upon a sidewalk, the section of sidewalk affected shall be completely removed for the entire depth of the sidewalk. The driveway and the section of sidewalk that was removed shall then be constructed monolithically.

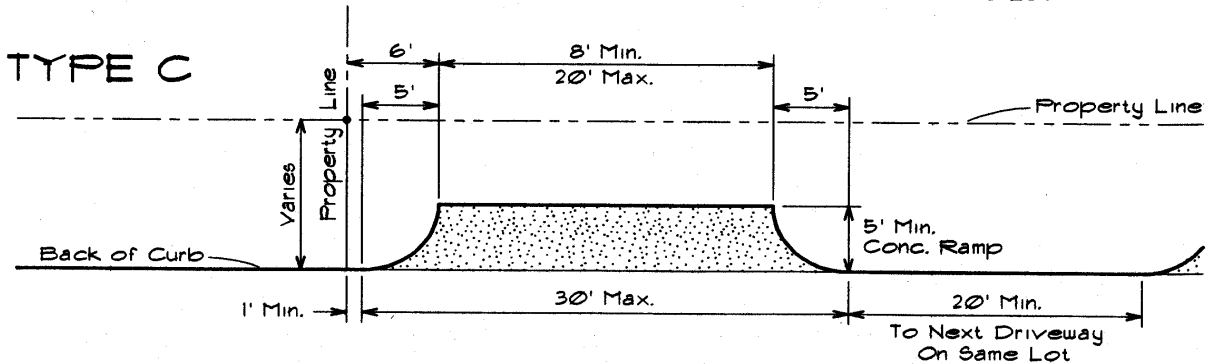
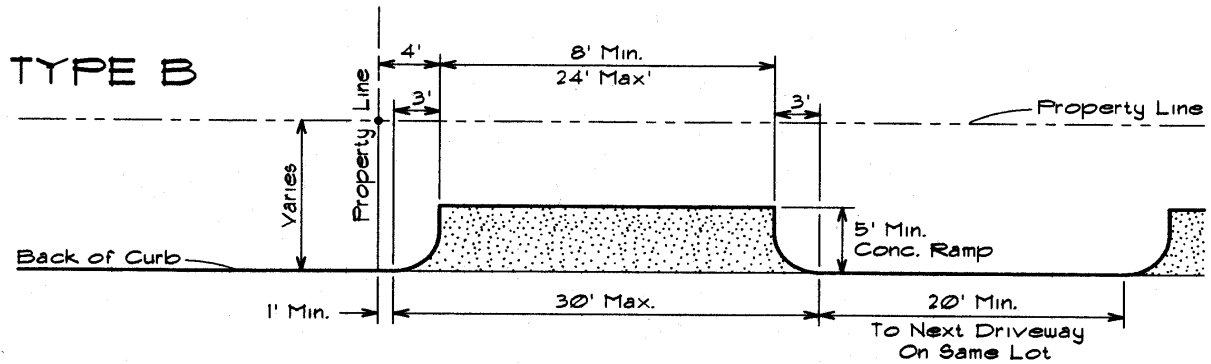
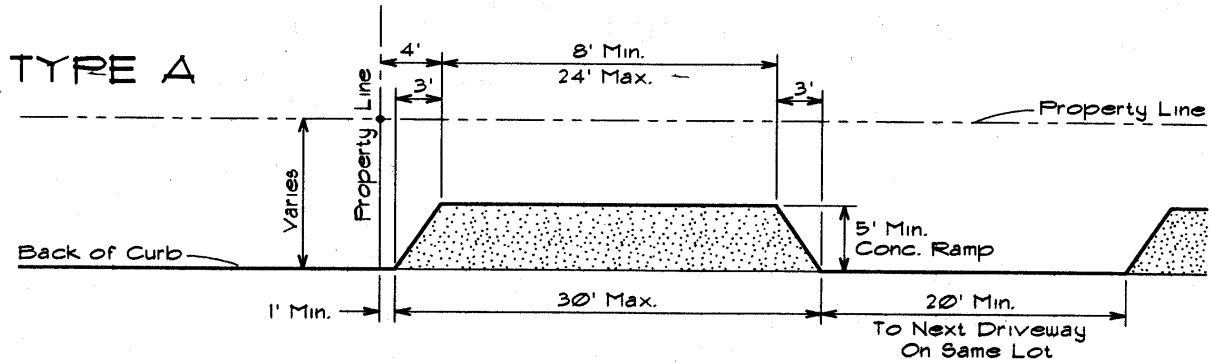
It is desirable from a maintenance and structural standpoint to completely remove the existing curb and gutter and install monolithically the new curb, gutter and approach. Where the City of Amarillo removes the curb, gutter and existing driveway for street improvements such as widening or paving, the City will replace the existing curb, gutter and driveway with similar ones at no expense to the property owner. If the property owner wants a driveway in a new location or wants to upgrade the existing driveway to City standards, the owner will have to conform to the requirements in this section and pay all costs for the new driveway. Whenever a driveway curb crosses or is extended across a sidewalk, the sidewalk shall be ramped down to the driveway level, according to the illustration on **page 9-16**.

# Functional Street Classification Map



# STANDARD RESIDENTIAL DRIVEWAYS

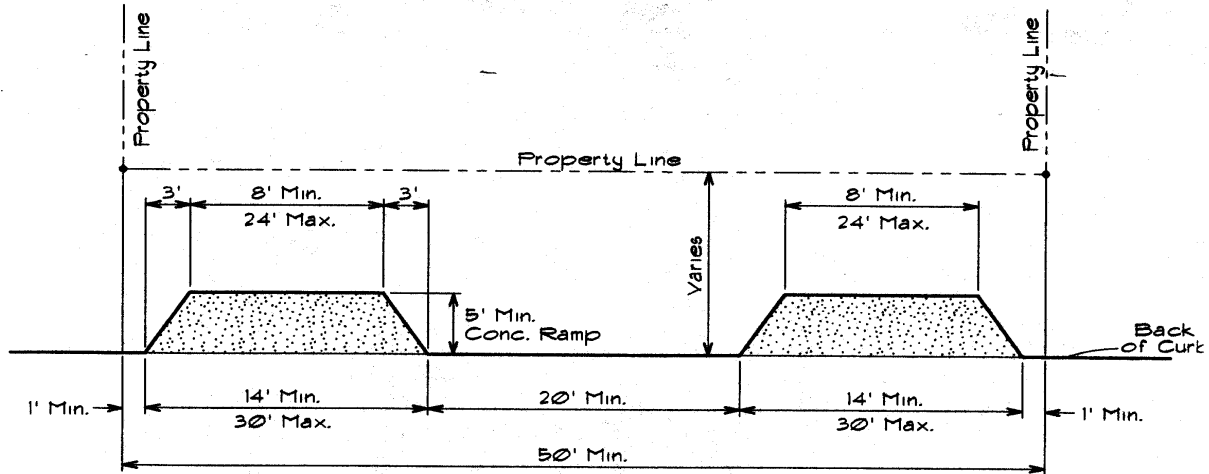
(ALTERNATE TYPE APPROACHES)



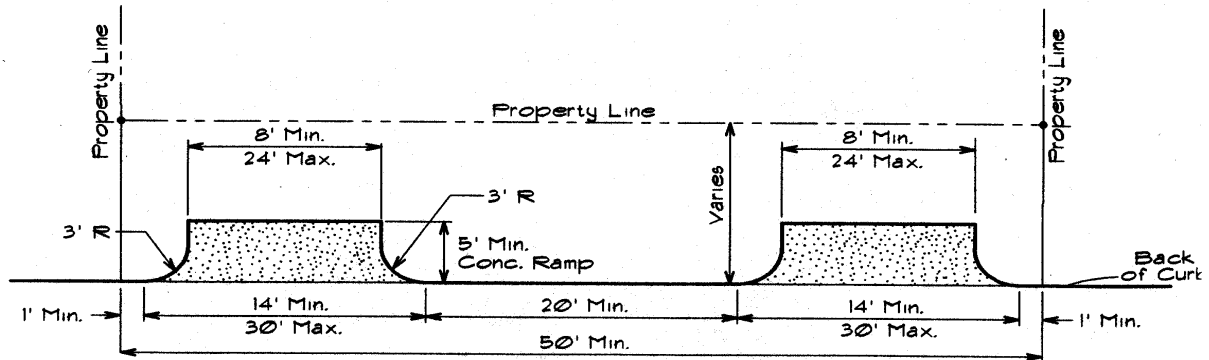
1. ALL RESIDENTIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 4" CONCRETE, 6'x 6' #10 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.

**CALL: 378-3047 BEFORE POURING CONCRETE**

# STANDARD/ RESIDENTIAL CIRCULAR DRIVEWAYS



Configuration of driveway beyond the R.O.W. will be left to property owner's discretion.



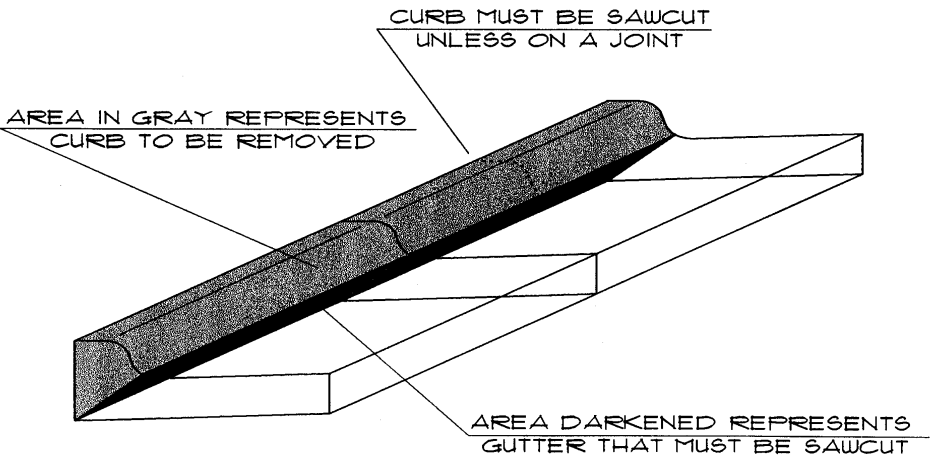
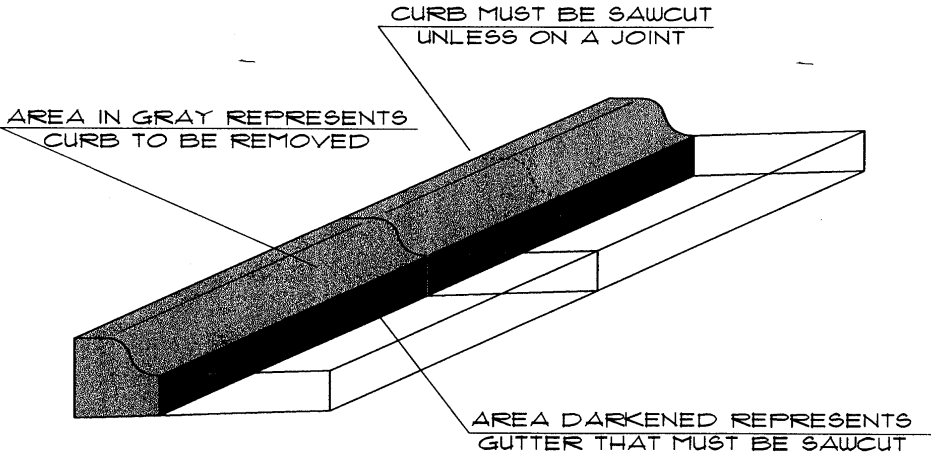
1. ALL RESIDENTIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 4" CONCRETE, 6"x 6" #10 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.

**CALL: 378-3047 BEFORE POURING CONCRETE**

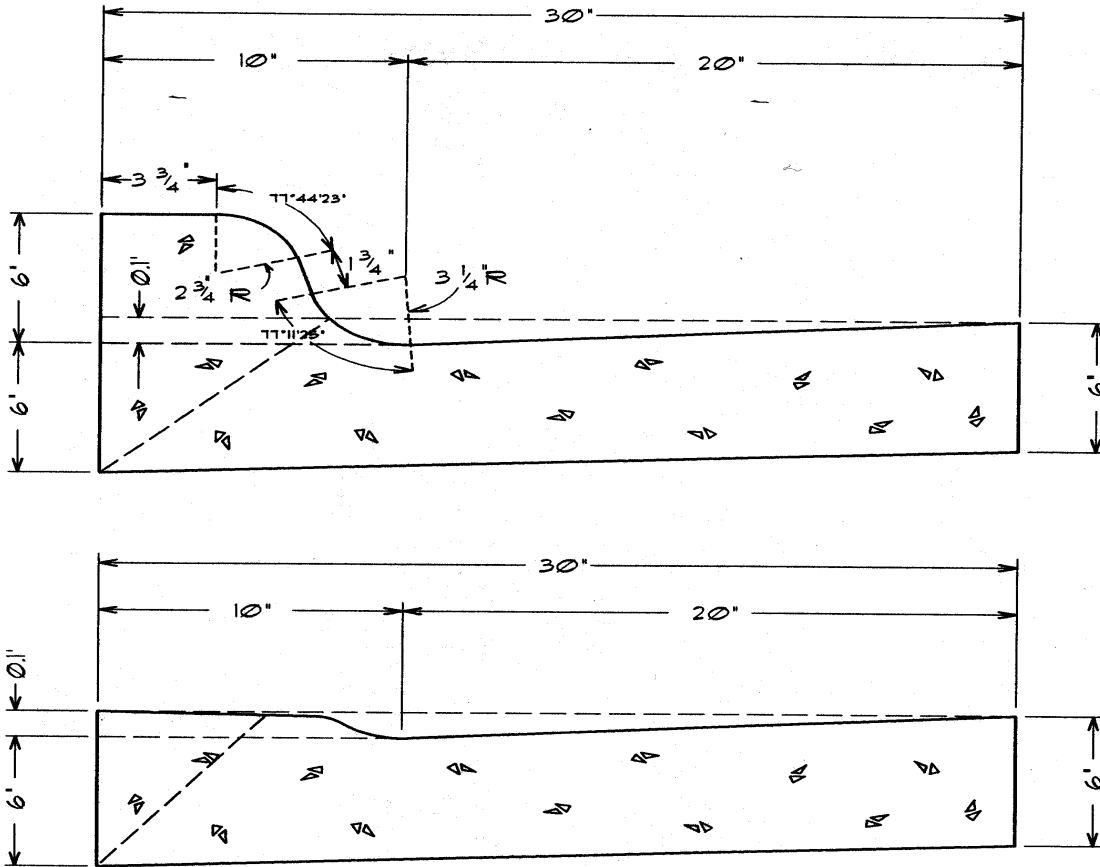




# CURB & GUTTER SAWCUT STANDARDS

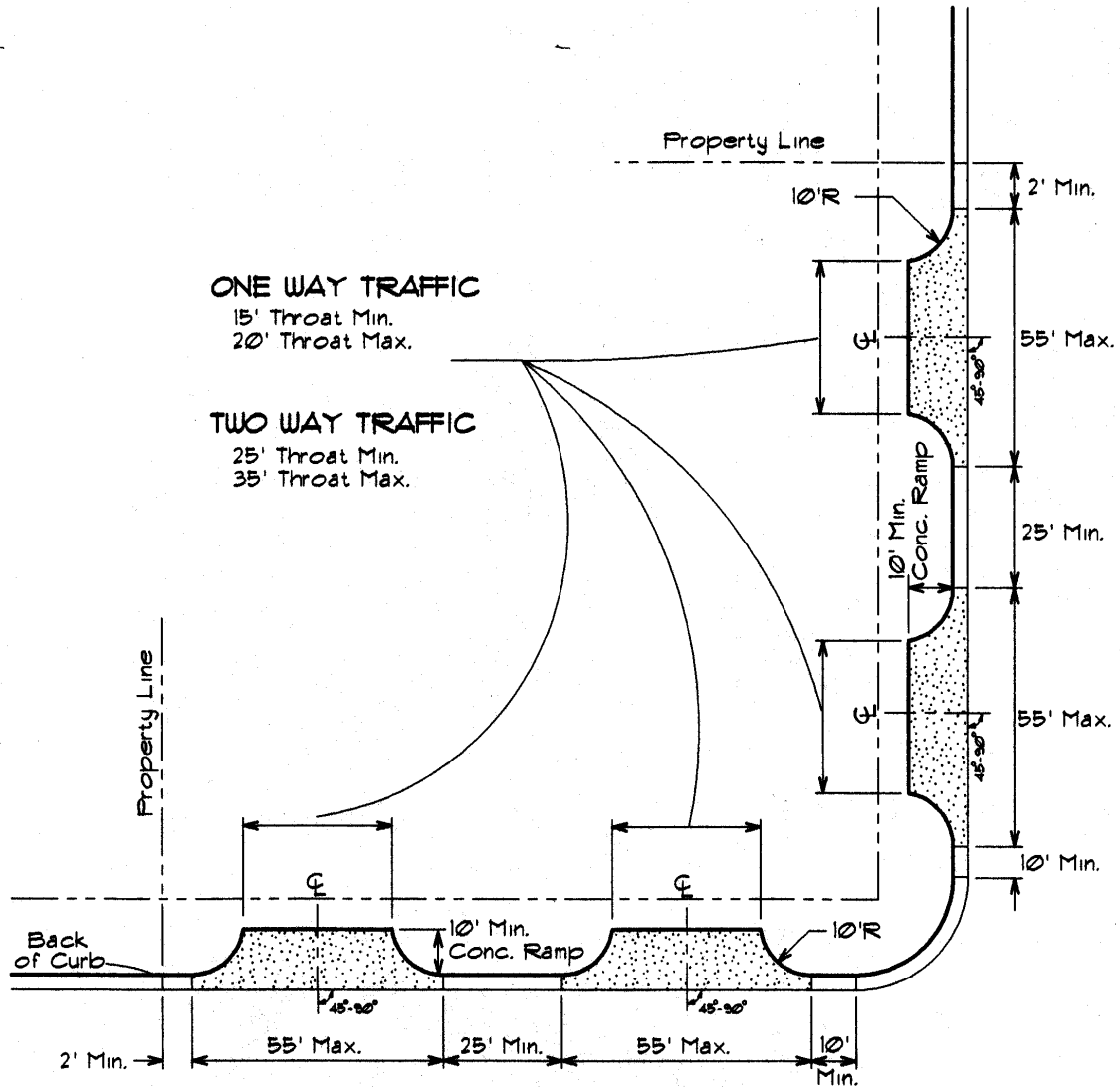


## CURB & GUTTER LAYDOWN STANDARDS



1. THE DIMENSIONS SHOWN ARE DESIGN STANDARD OF THE CITY OF AMARILLO.
2. CONCRETE TO BE CLASS "A" 3000\* PER SQUARE INCH COMPRESSIVE STRENGTH, ENTRAINED AIR
3. THE ENTIRE SECTION OF CURB & GUTTER SHALL BE REPLACED IF CRACKED WITHIN THE SHADED AREA ABOVE.
4. CALL 378-3047 BEFORE POURING CONCRETE.

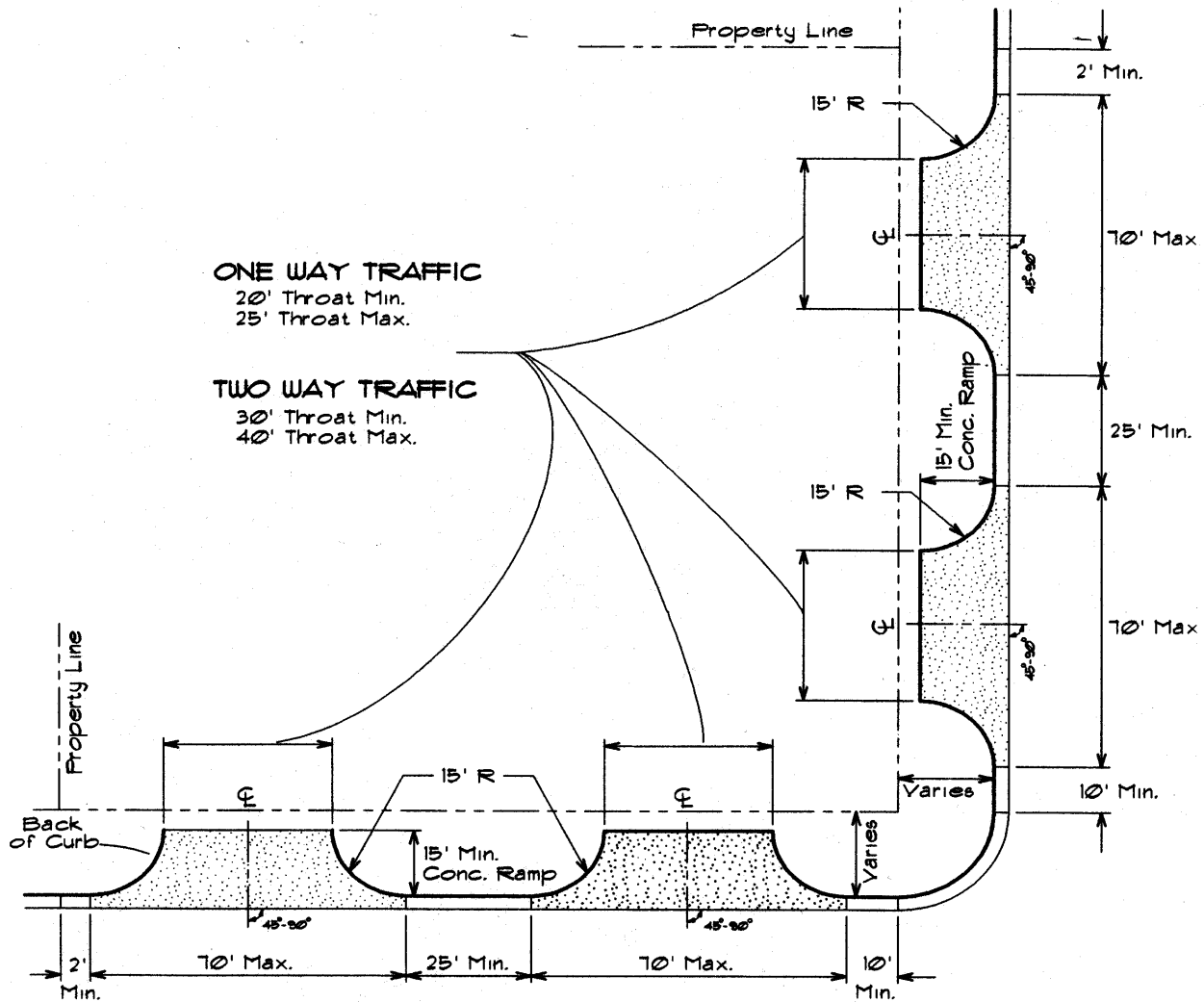
# COMMERCIAL DRIVEWAY



1. ALL COMMERCIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 6" CONCRETE, 6"x 6" #6 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.
3. CENTER LINE OF DRIVEWAY AND PARKING AISLES MUST ALIGNED.

**CALL: 378-3047 BEFORE POURING CONCRETE**

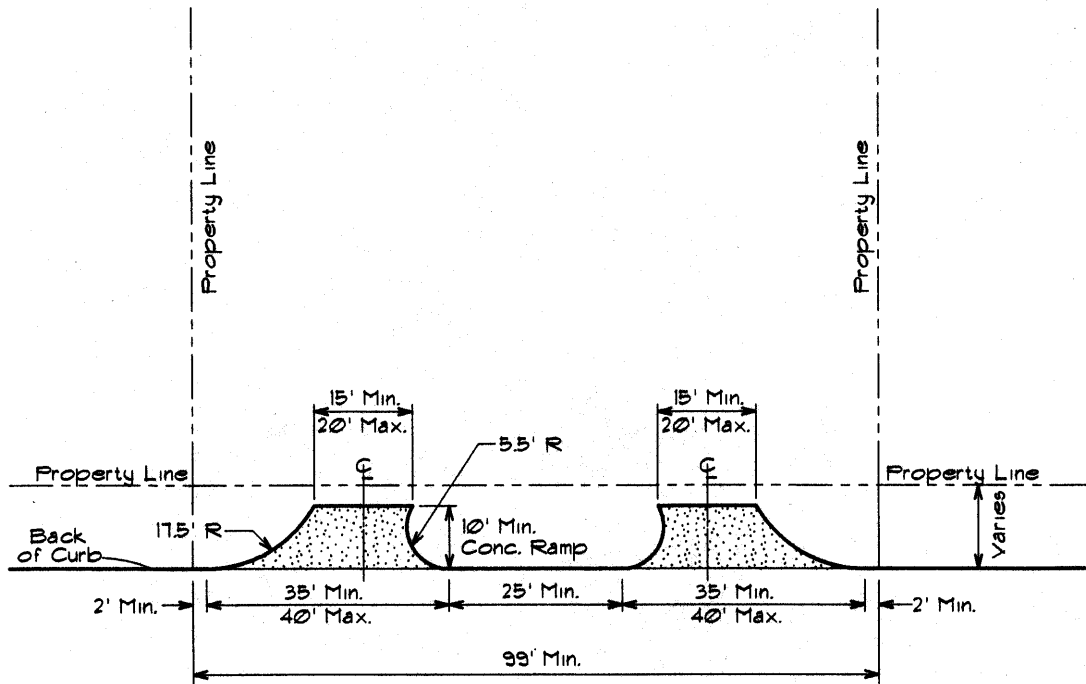
# INDUSTRIAL DRIVEWAY



1. ALL COMMERCIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 6" CONCRETE, 6"x 6" #6 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.
3. CENTER LINE OF DRIVEWAY AND PARKING AISLES MUST ALIGNED.

**CALL: 378-3047 BEFORE POURING CONCRETE**

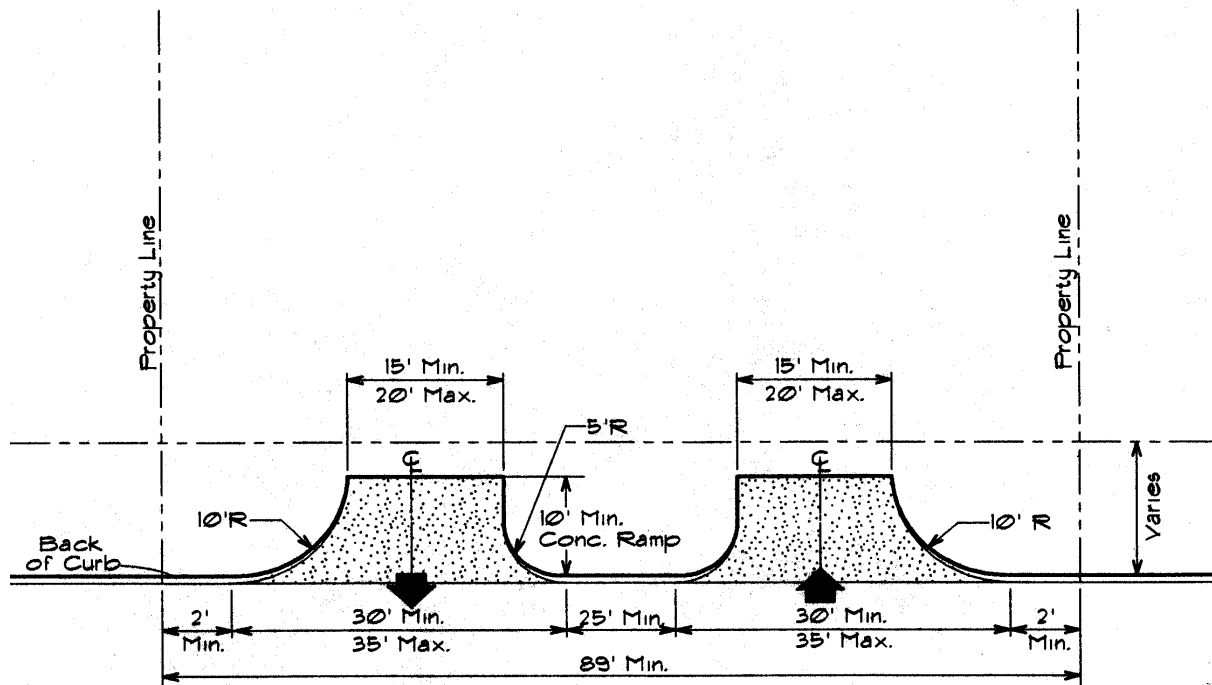
## COMMERCIAL DRIVEWAY ONE WAY DRIVE ON A ONE WAY STREET



1. ALL COMMERCIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 6" CONCRETE, 6"x 6" #6 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.
3. CENTER LINE OF DRIVEWAY AND PARKING AISLES MUST ALIGNED.

**CALL: 378-3041 BEFORE POURING CONCRETE**

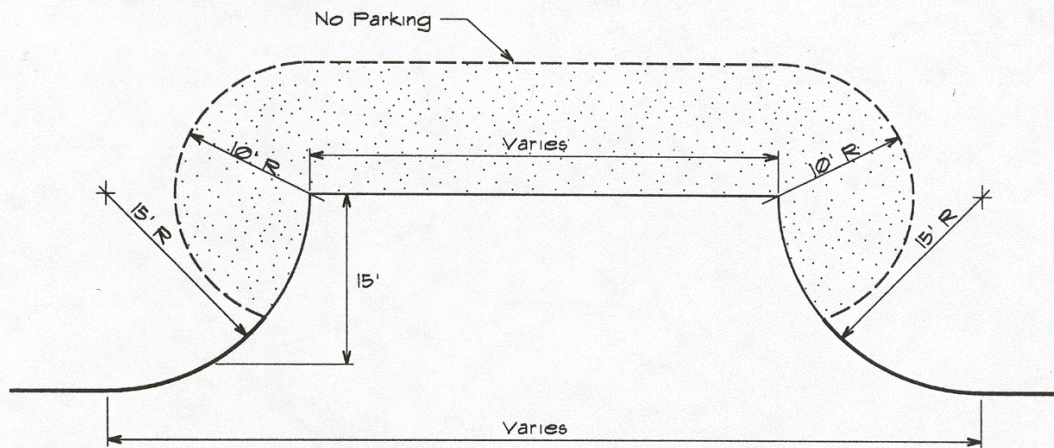
# COMMERCIAL DRIVEWAY ONE WAY DRIVE PAIR ON A TWO WAY STREET



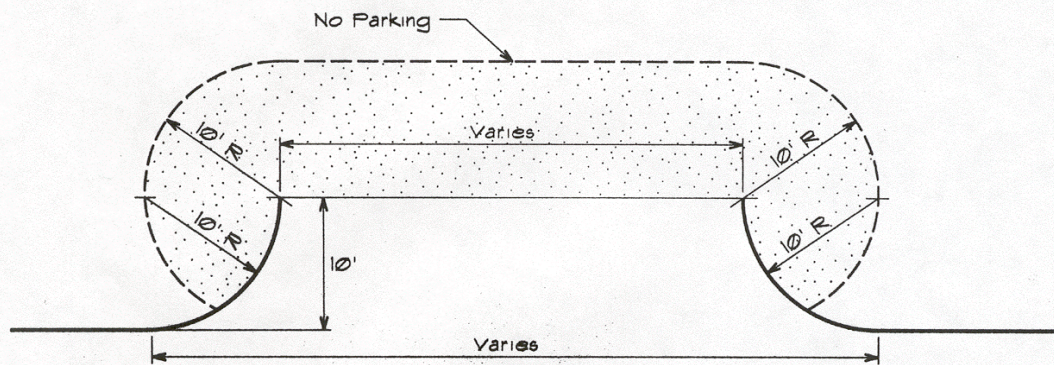
1. ALL COMMERCIAL DRIVEWAYS ARE TO BE CONSTRUCTED WITH 6" CONCRETE, 6"x 6" #6 WELDED WIRE MESH AND 2" SAND BASE. REBAR OR FIBER MESH CAN ALSO BE USED.
2. THE DIMENSIONS SHOWN ARE DESIGN STANDARDS OF THE CITY OF AMARILLO.
3. CENTER LINE OF DRIVEWAY AND PARKING AISLES MUST ALIGNED.

**CALL: 378-3047 BEFORE POURING CONCRETE**

## INDUSTRIAL DRIVEWAY



## COMMERCIAL DRIVEWAY

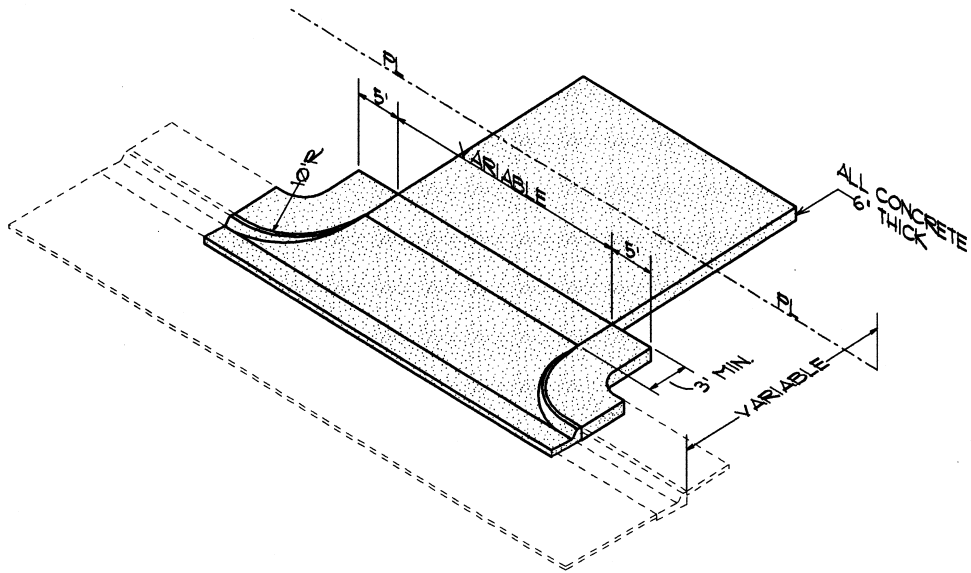


Clarification In Section II - C Parking layout Guidelines

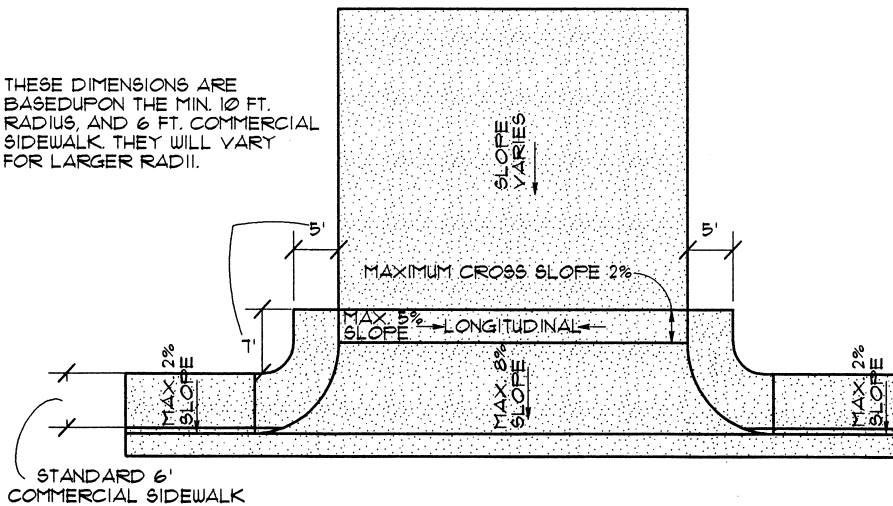
**CALL 378-3047 BEFORE POURING CONCRETE**



# STANDARD COMMERCIAL DRIVEWAY AND SIDEWALK



THESE DIMENSIONS ARE BASED UPON THE MIN. 10 FT. RADIUS, AND 6 FT. COMMERCIAL SIDEWALK. THEY WILL VARY FOR LARGER RADII.



PLAN VIEW

## **Parking Lots**

The internal circulation and parking patterns on a piece of property are very important considerations in properly locating driveways to provide adequate access to that property. The purpose of the parking lot portion of this section is to provide general principles and minimum standards for the layout and design of off-street parking facilities and their associated driveways. The parking layout for a particular lot or area is best selected by a trial-and-error process, tailoring the pattern to the dimensions, area and shape of the parcel available, with consideration for the various controlling factors which will be discussed below.

## **Permit**

A building permit will be obtained from the Amarillo Code Enforcement Department of the City of Amarillo for any new parking space or change in any existing paved off-street parking space. For new construction, this permit may be considered part of the building permit for the structure. The advisory information provided in Parking Layout Guidelines, discussed below, will be used in reviewing parking lot layout plans.

## **Parking Layout Guidelines**

For any parking facility, the aisle and travel pattern, as well as the parking pattern, must be tailored to the dimensions, area and shape of the property available. The tendency when designing parking areas is to crowd as many spaces as possible into the allotted space by reducing standards, such as narrower parking stalls and narrower aisles. However, the parking standards in this section are minimum standards and any deviation should be through increasing rather than reducing them. The best design should give full consideration to every design factor that improves access to and from the street: internal circulation, location of entrances and exits, convenience of patrons and security of vehicles.

In cases where the provision of a driveway for access to a parking area would cause too many driveways to be located along a street, consideration should be given to the provision of a legally documented access easement across adjacent property(s). Such easements should also be considered to insure future circulation is provided for development of either side of the lot.

## ***Applicable Ordinances & Regulations***

1. In some cases, fire lanes are required by ordinance; for applicability refer to the Amarillo Code of Ordinances Section 10-2, Fire Prevention).
2. Parking is not allowed on parkways in the central and other business districts as provided by Sections 16-3-180 (3) & (4) of the Amarillo Code of Ordinances. However, in areas other than business districts, parking spaces on the parkway are allowed only as specified in Section 4-10-211(3)(g) of the Amarillo Zoning Ordinance.
3. No parking space shall be located less than 10 feet from the back edge of the driveway measured as shown on **page 9-15**.

4. Standards for handicapped parking stalls and signs are provided on **page 9-28 and 9-29**. Most land uses require handicapped accessible parking spaces. To determine which land uses require handicapped spaces and the number of spaces necessary, refer to the current Uniform Building Code as amended and adopted by the City of Amarillo. Any commercial project over \$50,000 requires plans to be submitted to the State of Texas Dept. of Licensing and Regulation - Architectural Barriers or a private service provider licensed by the Dept. of Licensing for review for compliance with Texas Accessibility Standards (TAS).
5. In some cases, landscaping the parkway and a minimum of five percent (5%) of the total off-street parking area is required by ordinance (refer to the Amarillo Code of Ordinances, Division 6. Landscaping Requirements).

### ***Design***

1. The internal circulation and entrance/exit arrangement of a parking facility is a mixture of design and operational elements. Circulation aisles should be laid out to reduce travel distance and the number of turns. A poorly designed system of aisles, which requires excessive travel and turning to find an empty parking stall, creates confusion and is a hazard. In large lots it is preferable, where possible, to have parking on transverse aisles only, keeping the main aisles clear for movement.
2. The most desirable internal circulation pattern is one in which each potentially vacant parking stall within a small lot or section of a larger lot must be passed once by the incoming driver seeking a space. This ideal is seldom attained, and most parking facilities are arranged so that a driver must circulate on a random basis until they find a vacant space. On exiting the parking lot, the driver should have to pass only a minimum number of occupied spaces.
3. Circulation patterns should be designed so that a driver does not enter the street to get to an adjacent aisle. Dead-end aisles will not be permitted unless an adequate turnaround area is provided.
4. The design should provide for adequate reservoir capacity so that cars waiting to enter a facility do not obstruct the adjacent street. This is most significant when associated with such land uses as drive-in banks, theaters, restaurants, car washes, and attendant parking facilities. Reservoir requirements should reflect the differing peak characteristics of individual facilities.
5. Locating a parking facility should include consideration of the major traffic routes over which traffic approaches the area, as well as the streets immediately adjacent to the proposed site. In locating entrances and exits, it is necessary to consider not only the traffic volumes and capacities of each street, but also the capacities of nearby intersections. It is generally not in the public interest to allow construction of a parking facility whose access requirements would overload the adjacent streets and intersections. In this respect, the number and location of access points are of prime importance.
6. The number of driveway lanes required to service a given parking facility is dependent on: (1) expected traffic flow rates of entering and exiting vehicles, (2) method of fee collection (if any), (3) sidewalk conflicts with pedestrians, and (4) available gaps in street traffic. Along two-way streets, the gaps across both directions of traffic flow to accommodate left-

turn exits must be checked separately from the near-side flow that is involved only with right-turn exits from the parking facility.

7. Changes are sometimes made in traffic flow patterns. Two-way streets become one-way, and directional reversals may be required at some future date. The location and design of parking facilities should be kept sufficiently flexible so that they may be operated even when unforeseen street changes take place.
8. Another street regulation subject to change is the prohibition of intersection turns. The left turn is usually the one that is controlled, and such restriction may strongly affect either the approach to or departure from the parking facility. A flexible operating design is essential in order to retain access in the event of turn prohibitions.

### ***Layout***

1. Ideally, parking lots should be rectangular with cars parked on both sides of access aisles with the aisles parallel to the long dimension of the lot. The most efficient layout in large lots is a 90° layout covering as much of the available area as possible. This rectangular arrangement fits better into rectangular areas with minimum space wastage and permits the aisle to be used for travel in both directions. Much of the alleged difficulty with 90° parking has stemmed from inadequate aisle dimensions. However, where proper measurements are used, a smooth and efficient operation can be achieved.
2. When 90° parking is used, cars can exit parking spaces to the right or left and may use the aisle in either direction. Two-way aisles reduce travel distance; that is, parking and unparking cars can take the most direct route to their destinations. However, generally two-way configurations complicate traffic circulation patterns and result in a larger number of conflict points.
3. While the 90° parking pattern is the simplest to lay out, the 45° and 60° angle stalls are much easier for drivers to enter, are preferred by them, and require narrower aisles. However, acute angle parking provides fewer spaces for any length of aisle, requires deeper stalls and relatively wastes more space. When space economy is not a prime consideration and convenience is, as in many suburban parking lots, acute angle parking is commonly used. Frequently, available parking areas are too narrow to allow the use of 90° parking, but are wide enough for one of the acute angles. Further, the use of angle parking in any aisle normally requires one-way travel in that aisle, and therefore, the entire layout must consider the position of entrances, exits and the desired travel paths to produce the most efficient design.
4. Parking facilities with angled stalls require continuous aisles because cars leaving spaces are always headed in their original direction. The best aisle-plan for such facilities is a series of continuous one-way aisles that alternate in direction. One-way aisles are desirable because they conserve space and eliminate head-on and side-swipe accidents. Drivers can also be restricted to moving only in certain directions, however, an angle of 75° or less should be used to prevent drivers from unintentionally going the wrong way.
5. An aid to preserving the proper internal circulation pattern is the provision of curbed islands at the end of parking rows. These islands: (1) help delineate turning patterns, (2) eliminate the improper use of aisle-end areas, (3) provide good sight distance at

intersections of cross aisles and access aisles, and (4) offer opportunities for landscaping, placing light poles and signs, and pedestrian safety zones.

6. Parking spaces shall not be located adjacent to a public street or alley such that ingress and/or egress from these spaces encroaches on the street except in accordance with Section 4-10-211 (3)(g) of the Municipal Code of Ordinances.

### **Access**

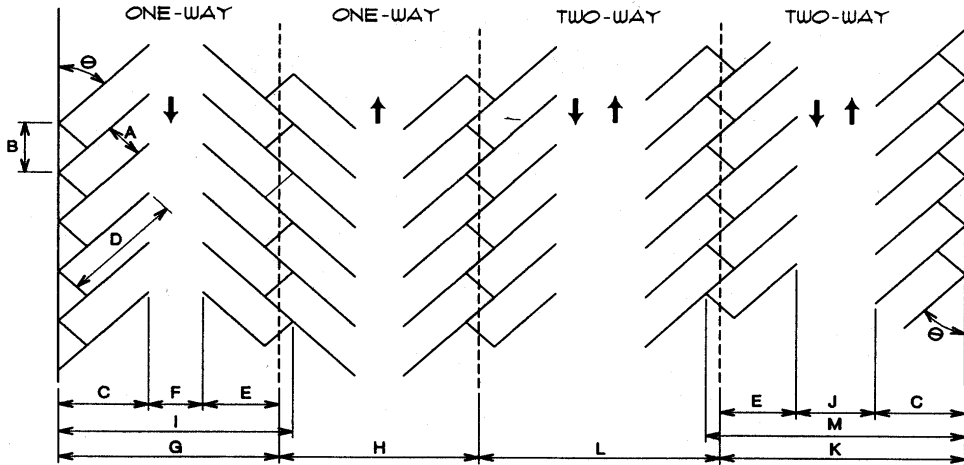
1. Entrances and exits to parking lots should be minimized to reduce conflicts between vehicle and pedestrian traffic. The access points should be placed as far as possible from street intersections to avoid traffic backups and located so as to avoid left turns or crossing movements. In cases where the only access is to and from a two-way street, the exit and entrance should be separated as far as possible to minimize confusion, and placed so that inbound cars will not cross outbound cars. Ideally, parking lot openings should be oriented to favor right-hand turns for entering and exiting traffic. Where such design is not possible and there is considerable street traffic, prohibiting left turns into and out of the parking lot may be necessary.
2. At entrances, care should be taken to prevent traffic backups onto the street. Some of the principal causes of entry delay are sidewalk conflict with pedestrians, parking or unparking maneuvers close to the entrance, and conflicting internal circulation.
3. Serious effect of traffic control near the facility is often the backup of vehicles waiting at signals or stop signs. Such backups tend to reach maximum at the same time that peak exit demand occurs at the parking facility. Such conditions indicate that driveways should generally exit only on lower volume streets and at maximum practical distance from controlled intersections.

### **Parking Design Standards**

1. The minimum parking space standards for the City of Amarillo are shown in the table on **page 9-22**, with all the dimensions being in feet. In the table, "long-term parking" means that all parking spaces are occupied for a minimum of four hours duration. On **page 9-24 through 9-27**, illustrations of the dimensions listed in the table are shown for 9.0 feet stalls, one-way traffic, and commercial driveways. All parking spaces are to be delineated with permanent or semi-permanent markings including, but not limited to, paint striping, concrete or wooden bumpers or curb stops, and pavement marking buttons.
2. The design standards for handicapped accessible parking spaces are shown on **page 9-28**. The parking stall and walkway widths are minimums. All accessible spaces shall be designated with handicap parking signs also shown on **page 9-29**.
3. Wooden, concrete, or asphalt stall bumpers six inches in height shall be provided to prevent vehicles from encroaching on street rights-of-way, alleys, and adjacent properties. A bumper shall be provided for each stall. Bumpers shall also be installed for each parking stall directly off an alley. Locational dimensions of bumpers are shown on **page 9-23**.

4. Commercial and industrial parking lots shall provide on-site circulation for vehicles. Sidewalks may not be used as part of the on-site circulation pattern of any commercial or industrial parking lot.
5. The developer shall have the option to install 9 ft. or 9.5 ft. wide parking stalls.
6. All commercial, industrial and public parking lots shall comply with the design standards for driveways and parking lots. Public parking lots shall include parking facilities that have spaces leased to the public or provided by employers for their employees.
7. Commercial, industrial and public parking lots shall be paved and maintained with portland cement concrete or asphaltic concrete hot mix.
8. The City Traffic Engineer or his appointed agent have the authority to override the parking design standards if warranted by specific traffic conditions.
9. A void in a parking lot surface caused by pavement failure (a pothole) shall be immediately repaired with a material which maintains uniformity in the paving material.

# PARKING LAYOUT MINIMUM DIMENSIONS

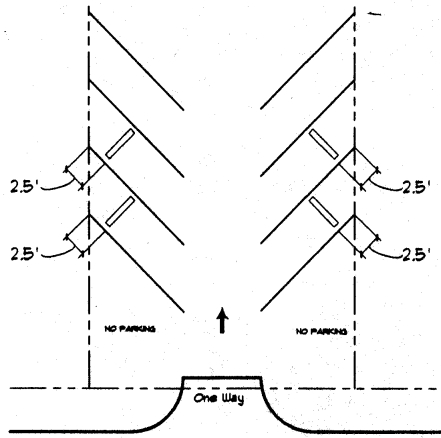


PARKING ANGLE θ	ONE - WAY									TWO - WAY			
	STALL WIDTH A	CLUB LENGTH B	STALL DEPTH C	STALL LINE LENGTH D	STALL DEPTH TO INTERLOCK E	AISLE WIDTH F	WALL TO INTERLOCK G	INTERLOCK TO INTERLOCK H	WALL TO WALL I	AISLE WIDTH J	WALL TO INTERLOCK K	INTERLOCK TO INTERLOCK L	WALL TO WALL M
0°	8.0	22.0	8.0	8.0	8.0	12.0	28.0	28.0	28.0	22.0	38.0	38.0	38.0
30°	8.5	17.0	16.6	33.2	12.9	12.0	41.5	37.8	45.2	22.0	51.5	47.8	55.2
	9.0	18.0	17.0	34.0	13.1	12.0	42.1	38.2	46.0	22.0	52.1	48.2	56.0
	9.5	19.0	17.5	35.0	13.4	12.0	42.9	38.8	47.0	22.0	52.9	48.8	57.0
45°	8.5	12.0	19.1	27.0	16.1	12.0	47.2	44.2	50.2	22.0	57.2	54.2	60.2
	9.0	12.7	19.4	27.4	16.2	12.0	47.6	44.4	50.8	22.0	57.6	54.4	60.8
	9.5	13.4	19.8	28.0	16.4	12.0	48.2	44.8	51.6	22.0	58.2	54.8	61.6
60°	8.5	9.8	20.3	23.4	18.2	17.0	55.5	53.4	57.6	24.0	62.5	60.4	64.6
	9.0	10.4	20.5	23.7	18.3	16.0	54.8	52.6	57.0	23.0	61.8	59.6	64.0
	9.5	11.0	20.8	24.0	18.4	14.0	53.2	50.8	55.6	22.0	61.2	58.8	63.6
75°	8.5	8.8	20.1	20.8	19.0	25.0	64.1	63.0	65.2	25.0	64.1	63.0	65.2
	9.0	9.3	20.2	20.9	19.0	23.0	62.2	61.0	63.4	23.2	62.4	61.2	63.6
	9.5	9.8	20.3	21.0	19.1	22.0	61.4	60.2	62.6	22.0	61.4	60.2	62.6
90°	8.5	8.5	18.5	18.5	18.5	27.0	64.0	64.0	64.0	27.0	64.0	64.0	64.0
	9.0	9.0	18.5	18.5	18.5	25.0	62.0	62.0	62.0	25.0	62.0	62.0	62.0
	9.5	9.5	18.5	18.5	18.5	24.0	61.0	61.0	61.0	24.0	61.0	61.0	61.0
90° * BACK IN	8.5	8.5	18.5	18.5	18.5	23.0	60.0	60.0	60.0	23.0	60.0	60.0	60.0

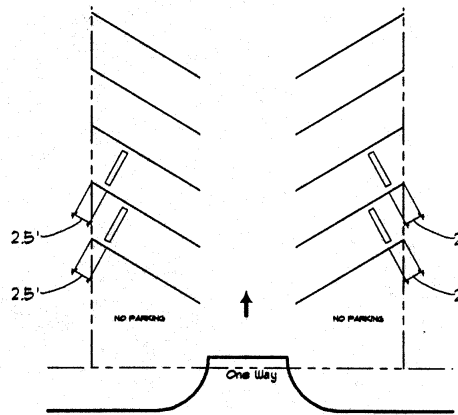
\*FOR ATTENDANT PARKING ONLY.

NOTE/ THE 8.5 FOOT WIDE STALL DIMENSIONS ARE THE MINIMUMS FOR ATTENDANT AND LONG TERM (GREATER THAN FOUR HOURS) PARKING ONLY.

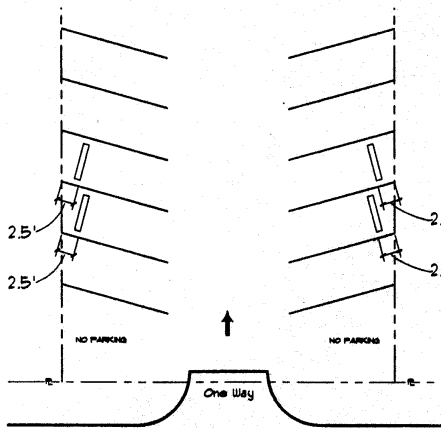
# WHEEL STOPS ON 45°, 60°, 75°, 90° PARKING



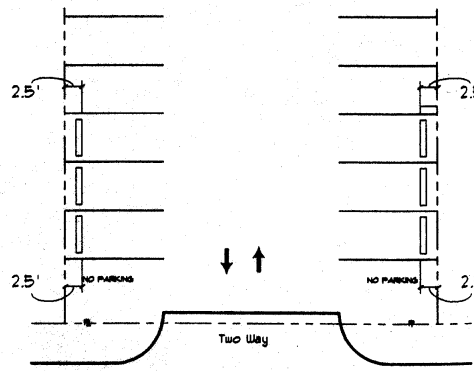
45°



60°



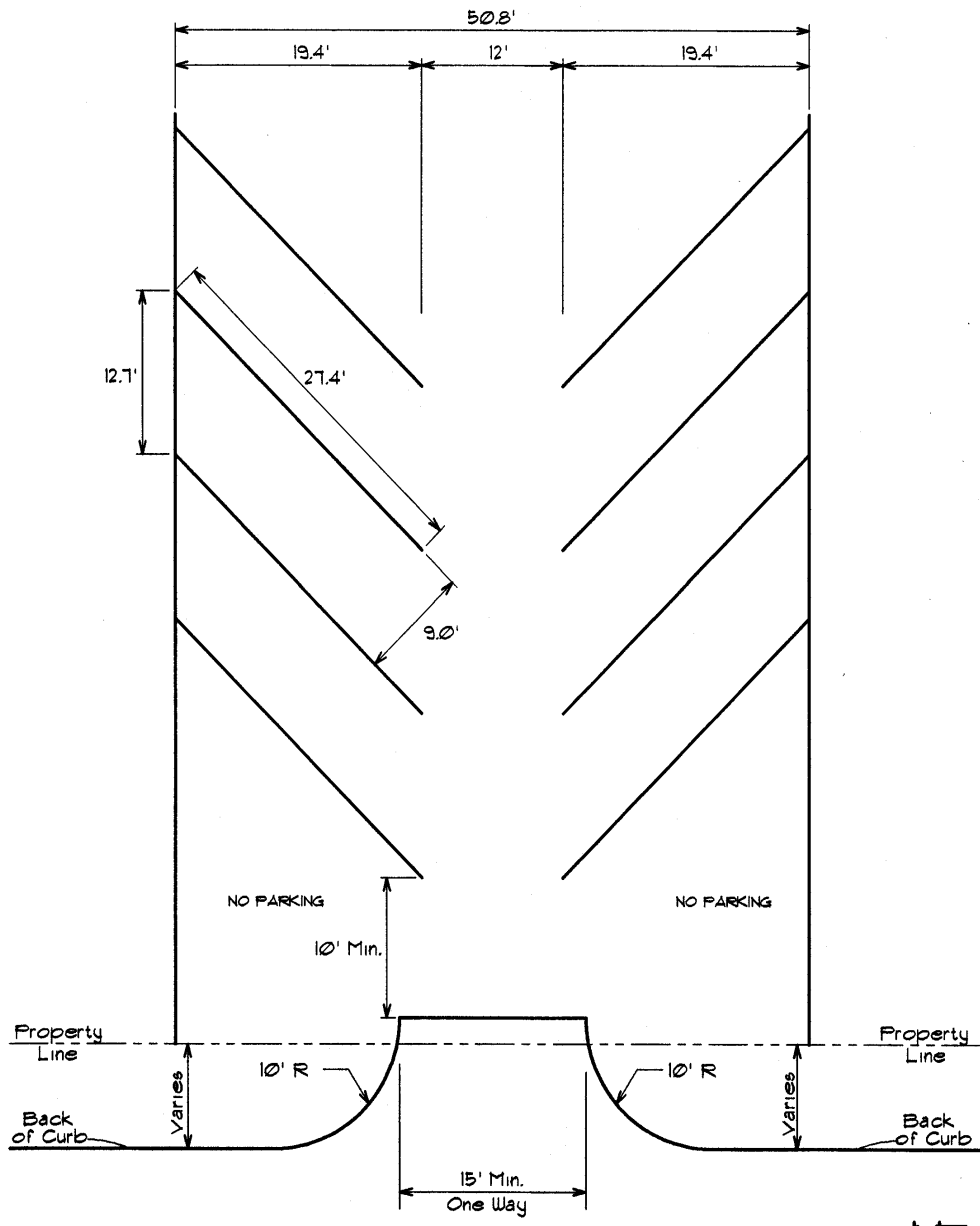
75°



90°

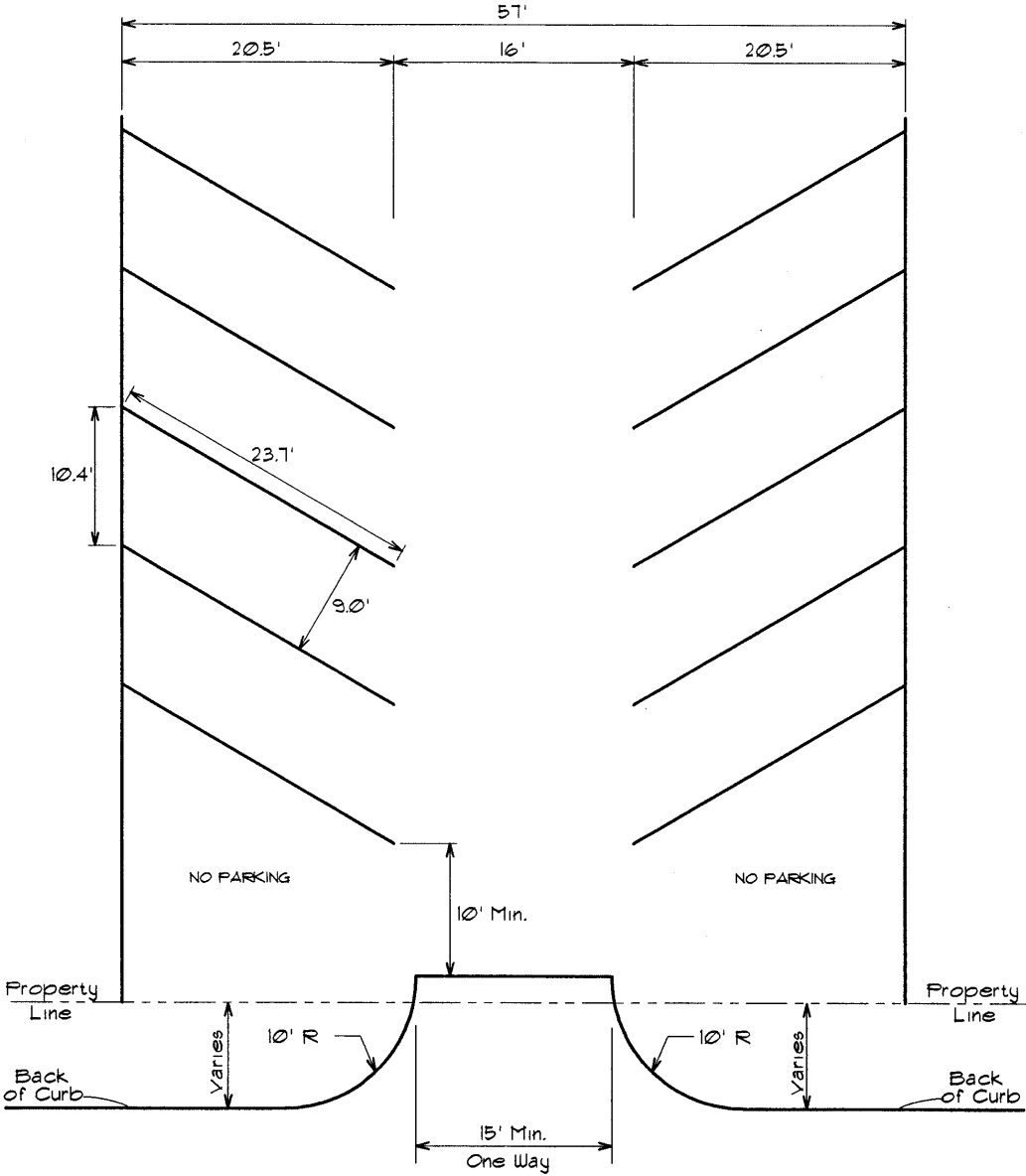


# 45 DEGREE PARKING



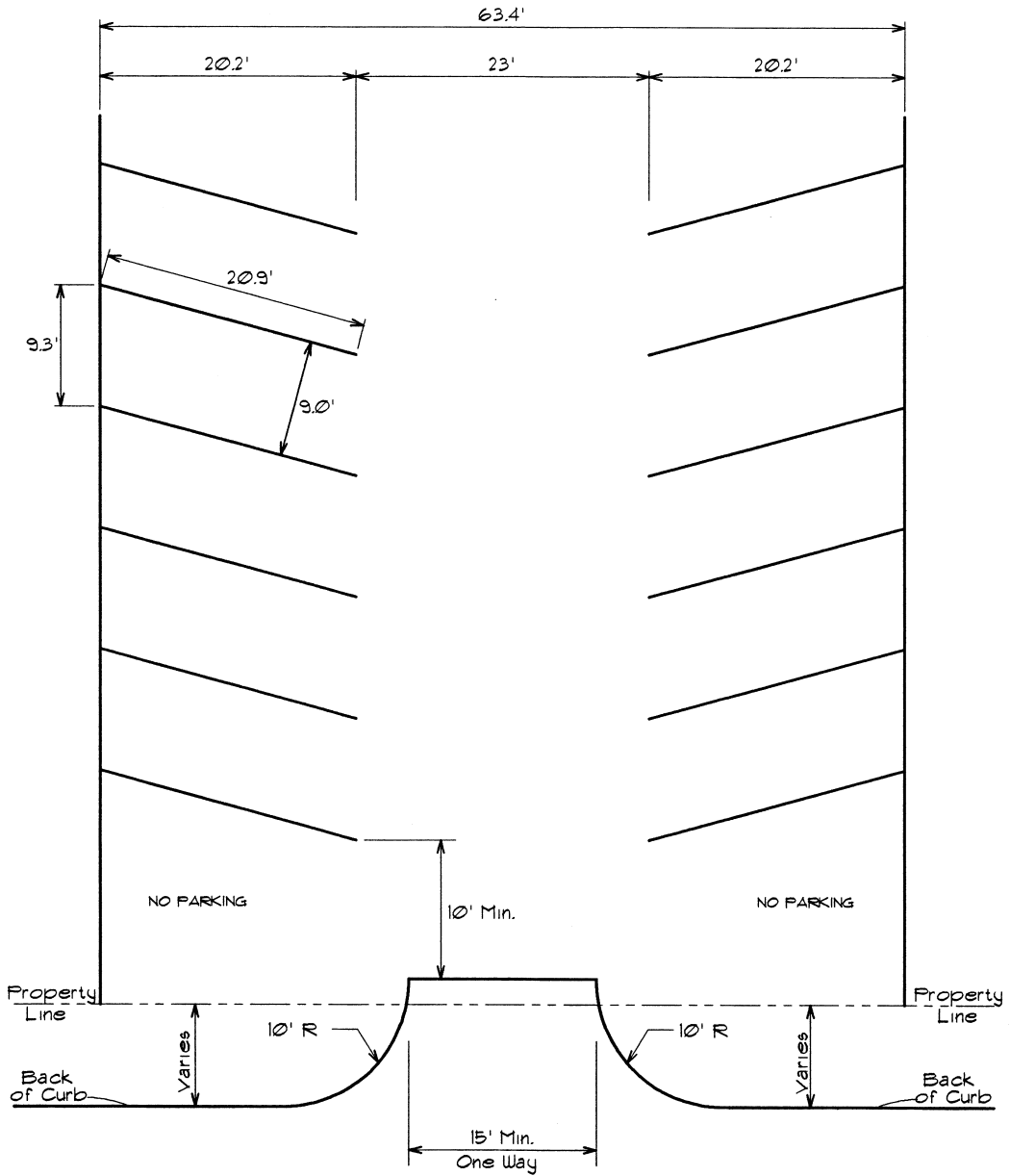
45°

# 60 DEGREE PARKING



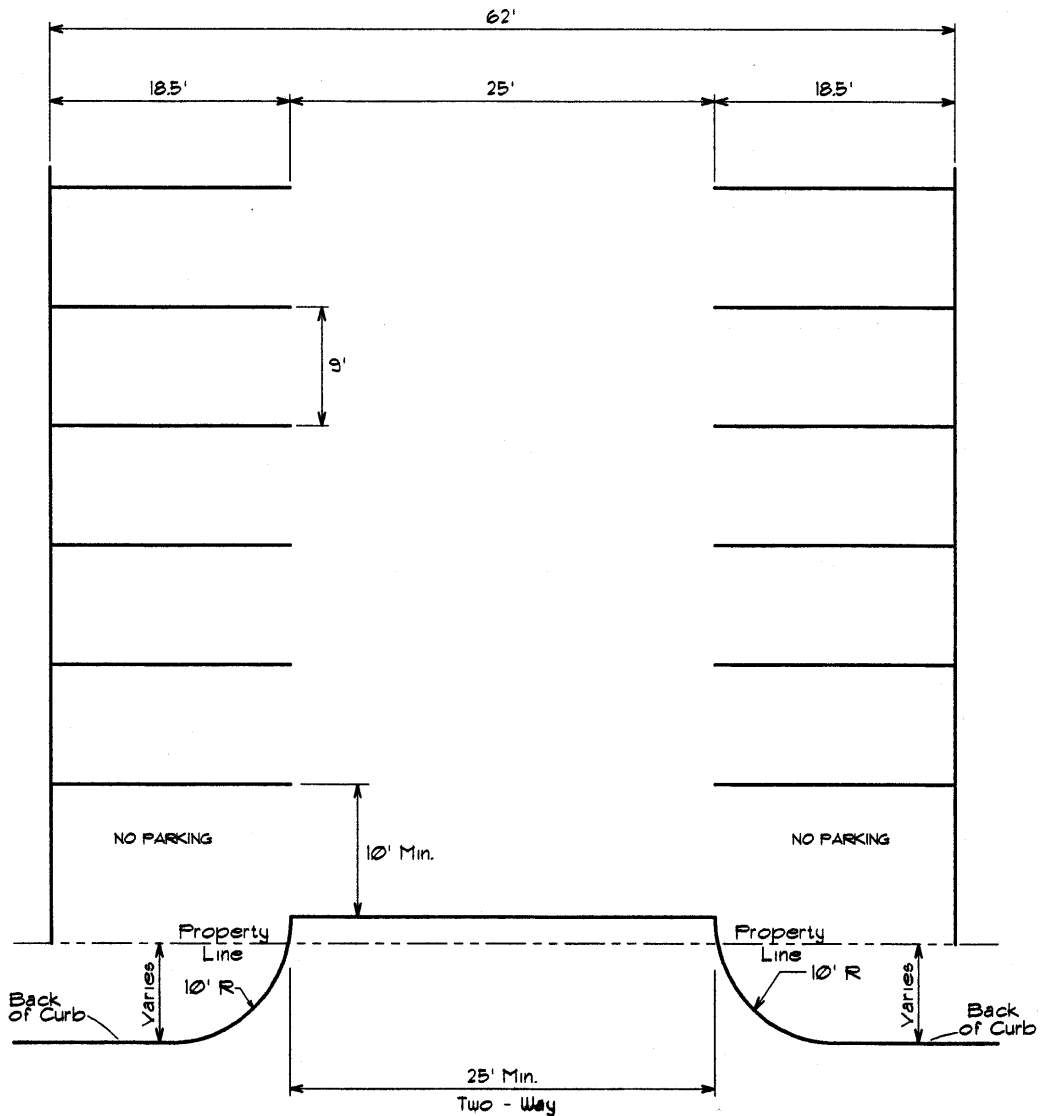
60°

# 75 Degree Parking

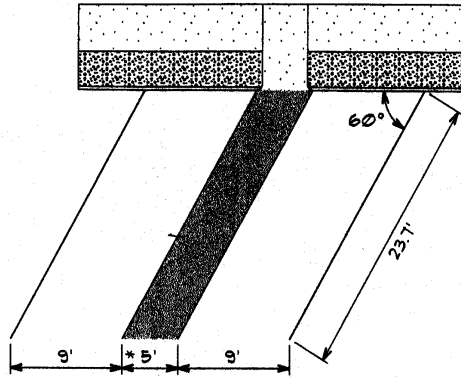
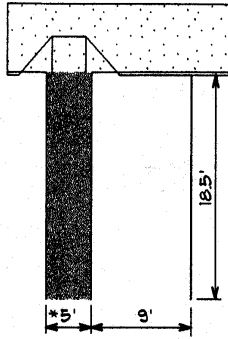


75°

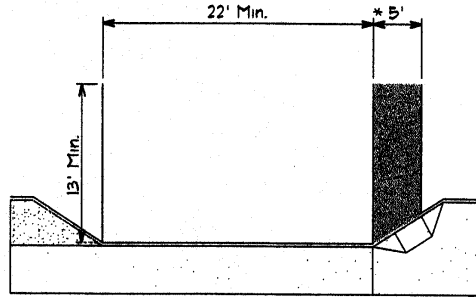
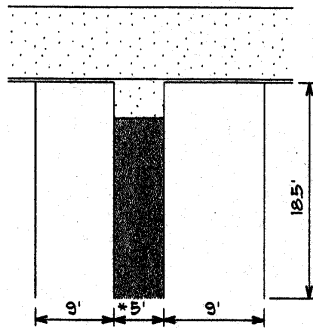
# 90 Degree Parking



90°



6' MIN. FOR VAN ACCESSIBLE AISLE



### ADA REQUIREMENTS FOR ACCESSIBLE PARKING SPACES

ACCESSIBLE PARKING SPACES SERVING A PARTICULAR BUILDING SHALL BE LOCATED ON THE SHORTEST ACCESSIBLE ROUTE OF TRAVEL FROM ADJACENT PARKING TO AN ACCESSIBLE ENTRANCE. IN PARKING FACILITIES THAT DO NOT SERVE A PARTICULAR BUILDING, ACCESSIBLE PARKING SHALL BE LOCATED ON THE SHORTEST ACCESSIBLE ROUTE OF TRAVEL TO AN ACCESSIBLE PEDESTRIAN ENTRANCE OF THE PARKING FACILITY. IN BUILDINGS WITH MULTIPLE ACCESSIBLE ENTRANCES WITH ADJACENT PARKING, ACCESSIBLE PARKING SPACES SHALL BE DISPERSED AND LOCATED CLOSEST TO THE ACCESSIBLE ENTRANCES.

FOR MOST USES, THE REQUIRED NUMBER OF ACCESSIBLE SPACES IS

TOTAL PARKING SPACES IN LOT	MINIMUM NUMBER OF ACCESSIBLE SPACES
1 TO 25	1
26 TO 50	2
51 TO 100	3
101 TO 150	4
151 TO 200	5
201 TO 300	6
301 TO 400	7
401 TO 500	8
501 TO 1000	10
1001 AND OVER	PERCENT OF TOTAL 20 PLUS ONE FOR EA. 100 OVER 1000

AT UNITS OUTPATIENT MEDICAL UNITS AND TREATMENT FACILITIES, 10% OF THE TOTAL NUMBER OF SPACES PROVIDED SERVING THE OUTPATIENT UNIT SHALL BE ACCESSIBLE

AT UNITS OF FACILITIES THAT SPECIALIZE IN TREATMENTS OR SERVICES FOR PERSON WITH MOBILITY IMPAIRMENTS, 20% OF THE TOTAL NUMBER OF SPACES SHALL BE ACCESSIBLE.

# HANDICAPPED PARKING SIGNS REQUIRED



ALL ACCESSIBLE PARKING SPACES MUST BE DESIGNATED AS SUCH, SHOWING THE STANDARD INTERNATIONAL SYMBOL OF ACCESSIBILITY. SPACES MUST BE SIGNED SO THAT A VEHICLE PARKED IN A DESIGNATED SPACE WILL NOT OBSCURE THE SYMBOL.

VAN ACCESSIBLE SPACES MUST BE MARKED WITH AN ADDITIONAL SIGN 'VAN ACCESSIBLE' ADDED BELOW THE SYMBOL OF ACCESSIBILITY.

*Section 10*  
*Zoning and*  
*Future Land Use*





## Section 10

### Zoning and Future Land Use

By enacting a zoning ordinance, the City of Amarillo manages the pattern of land development and protects the general health, safety, and welfare of its citizens. By encouraging the proper placement of land uses, the City can ensure adequate transportation, water, sewer, schools, parks, and other necessary public services. The standards for land development in the zoning ordinance provide for adequate light and air, and discourage overcrowded development. Zoning encourages compatible uses to locate adjacent to one another and in so doing, helps preserve the value of buildings and land and promotes the most appropriate use of land.

Zoning accomplishes these goals by categorizing land into districts. Each district allows designated uses of land, subject to development standards. The City Zoning Ordinance includes regulations of height, percentage of lot coverage, front, side, and rear yard requirements, lot areas, accessory building regulations, height limitations, sign restrictions, and provisions for parking. The City of Amarillo's Zoning Ordinance (Chapter 4-10. Zoning) may be accessed via the Internet at: [www.ci.amarillo.tx.us](http://www.ci.amarillo.tx.us) under "Municipal Code".

Zoning district classifications for residential land uses stress the preservation of existing neighborhoods and the creation of new viable residential areas. Schools, churches, fire stations, community facilities, and neighborhood service shops are allowed in or near residential areas because they serve residents without disrupting the neighborhood. Incompatible uses are discouraged from locating in or adjacent to residential areas, but when they are located nearby, they need appropriate buffers.

Zoning district classifications for commercial land uses emphasize the concentration of commercial developments and discourage strip commercial zoning. Unfortunately in some areas of Amarillo, strips of retail and commercial zoning already exist and, in most cases, are shallow in depth and not attractive to modern retail uses. Grouping retail stores in shopping centers provide more convenient access and off-street parking, thereby creating a more pleasant and safe shopping environment. Concentrating retail uses produce more permanent and functional types of retail development than strip commercial.

An important function of the Zoning Ordinance is the reservation of adequate land for future industrial use. The development and use of industrial land normally proceeds at a slower pace than residential development. The conversion of industrial land to residential use should be discouraged. If change becomes necessary, alterations of the land use pattern should be on a broad basis, avoiding the placement of a few acres of residential development in an otherwise homogenous industrial section. The following are general principles which should guide future zoning and land use action.

## **Amount of Area Zoned**

The amount of area zoned for residential, retail, commercial, or industrial use should be maintained in general balance with the projected needs delineated in the Amarillo Comprehensive Plan. Any major deviations from the future development plans are to be based upon substantial economic evidence that a change is justified. Efforts should be made to prevent excessive zoning or land use allocation for retail and commercial purposes.

## **Expansion of Retail and Commercial Zoning**

Zoning for outlying retail centers is discouraged until there is sufficient population to support it. It is recommended that future outlying retail sections be established in accordance with the Urban Land Institute's recommendation of approximately four acres of retail per one thousand people likely to reside within the retail establishment's service area. Shopping centers should be situated at or near the intersection of major traffic arteries so that access is convenient from all surrounding areas. Locating retail shopping centers closer than one mile intervals is discouraged.

Two shopping malls and several large shopping centers are already established in Amarillo, most of which are in the west/southwest part of the City. For geographic convenience, retail service is needed in other areas of the City.

## **Preserving the Integrity of Residential Neighborhoods**

Every effort is made to prevent the intrusion of incompatible, non-residential uses into neighborhoods. Schools, churches, similar community facilities and well-spaced shopping centers are considered compatible with residential neighborhoods while used car lots, manufacturing processes, large storage warehouses used for shipping and distribution, and repair of heavy machinery and other similar uses are not. The future development plans included in the Amarillo Comprehensive Plan delineate areas which are considered to be predominantly residential in character. It is recommended that the integrity of this basic land use arrangement be protected as the community expands. Where adjustment in the pattern becomes appropriate, care should be taken to respect the logical barriers of each neighborhood. This is done to reduce population loss of neighborhoods below a reasonable size to maintain school and church facilities. A combination of single family homes, townhouses, and apartments in any neighborhood area, based on proper arrangement, can add interest and stability to a neighborhood without destroying the basic residential integrity of the area.

## **Changes in Zoning and Land Use Patterns**

From time to time, conditions will arise that will justify some modification of the zoning and land use patterns proposed for Amarillo. Unforeseen conditions or changes in the

economic pattern of the community may occur which would justify altering the land use pattern. Whenever such a condition occurs, it is viewed not only as a change in zoning, but also as an alteration in the future development plan in the Amarillo Comprehensive Plan. In considering a basic zoning change of the nature mentioned, the Planning and Zoning Commission examines the appropriateness of changing the future development plan at the same time that consideration is given to the rezoning request.

### **Zoning Administration**

The Zoning Ordinance is not an ironclad framework for land use in the City, but rather a flexible instrument that can be adjusted to changing conditions. Therefore, it should be anticipated that requests to change the text and map will occasionally occur. Zoning regulations are adopted by ordinance and, as such, any change must be made by an amending ordinance. There are two common types of zoning amendment requests. One involves an amendment to the text, the other an amendment to the zoning map.

The amendment of a zoning text is usually initiated by the Planning and Zoning Commission as the result of a problem that has city-wide impact. Examples of Zoning Ordinance text changes would include adopting a new zoning district classification or defining a type of use to eliminate its broad interpretation. The addition of zoning district classifications and use classification (such as a recycling center or mini-storage warehouses) to Amarillo's Zoning Ordinance are examples of such text changes. Changes to the zoning text should only occur after careful research to prevent weakening the context of the Zoning Ordinance.

A request for an amendment to the zoning map is normally initiated by a person wanting to change the district classification of a specific parcel of land. Each request for a change to the zoning map is examined to determine its effect on the community as a whole. The special interests of the property owner are secondary to the public welfare. The zoning district change should allow land uses compatible with adjacent areas, not potentially damage adjacent properties.

The Zoning Ordinance establishes a procedure to administer rezoning requests. The rezoning procedure is outlined on **page 10-4**.

The first step in petitioning for a zoning amendment is to consult with the Planning Department staff to determine the feasibility of a change and to obtain an application for the proposed change. Property owners who decide to file for an amendment to the Zoning Ordinance should submit the completed application with the required filing fee. All applications for amendments to the Zoning Ordinance are reviewed by the Planning Department. After examining each request, the Planning staff presents their recommendations to the Planning and Zoning Commission by a written staff report.

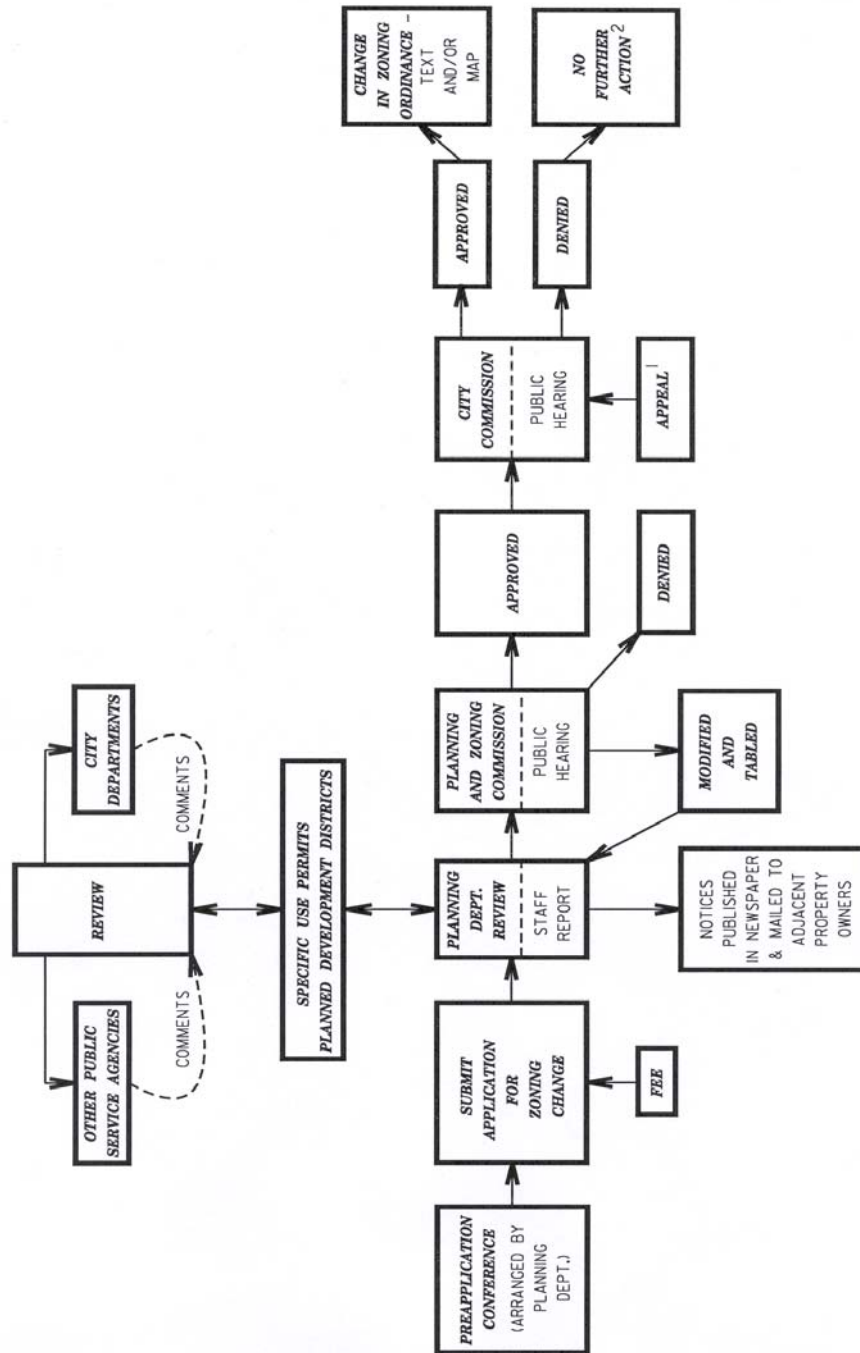
If a property owner is requesting a change to a Planned Development District classification or the issuance of a Specific Use Permit, site plans and information about the proposed development must be submitted as detailed in the Zoning Ordinance. Applications for Planned Development and Specific Use Permits are reviewed by City departments and local utility companies prior to Planning Department review and recommendation.

In accordance with state law, once the request for rezoning is scheduled on a Planning and Zoning Commission agenda, public notices of the change are published in the local newspaper. In addition, a notice of the request is mailed to property owners of record within 200 feet of the parcel under consideration. A public hearing of the Planning and Zoning Commission is then held at which time those opposing or favoring the change may voice their opinion.

The Planning and Zoning Commission will either approve, deny, modify, or table the request. If the amendment is approved by the Planning and Zoning Commission, it is sent to the City Commission to be considered for final approval or denial. For approval, the City Commission considers the rezoning request in two separate public hearings. If the change is denied by the Planning and Zoning Commission, a written request for an appeal to the City Commission can be submitted no later than 10 days after the hearing. The petition for a zoning amendment may be tabled for consideration at a subsequent hearing to provide the Planning Department with more time to research the request.

After the zoning amendment is approved on second and final reading by the City Commission, a change in the text or map is made. If the request for an amendment to the map is denied by both the Planning and Zoning and City Commissions during their public hearings, an applicant must wait four months before submitting another application. At that time, the applicant may request the same or less restrictive zoning on all or any portion of the property for which the change was denied.

# Zoning Amendment Procedure



<sup>1</sup>A written request for an appeal must be submitted to the Planning Department within ten days of the denial.

<sup>2</sup>The application must wait four months before submitting another application requesting the same or less restrictive zoning on all or any portion of the property for which the change was denied.

## **Procedure for Calculations of Protested Zoning Changes**

Chapter 211, Local Government Code, requires a favorable vote of three-fourths of all members of the City Commission in the case of a written protest against any zoning change that is signed by the owners of record of 20% or more of either of the following:

- The area of the lots or land included in such proposed change, or
- The area of the lots or land immediately adjoining the same and extending 200 feet there from.

For any written zoning protest, the Planning Department will make either one of two calculations which indicates the percentage of protest in order to determine if the three-fourths favorable vote requirement will be imposed on the City Commission. These calculations, either of which is applicable, are:

- The area of the lots or land within the area proposed to be rezoned whose owners of record have submitted a written protest divided by the total area of the lots or land within the area requested for rezoning.
- The area of all lots or tracts of land or portions of such lots or tracts which are within 200 feet of the area proposed to be rezoned (excluding the area requested for rezoning) whose owners of record have submitted a written protest divided by the total area which lies within 200 feet of the area proposed to be rezoned (excluding the area requested for rezoning).

For the purpose of these calculations, the following shall apply:

- The areas of all lots or tracts of land for which these calculations are made shall include all public streets, alleys, or other public ways.
- The area proposed to be rezoned shall in all cases be the area which is described in the ordinance to be considered by the City Commission.

## **Evaluation of Requests for Zoning Changes**

Each request for an amendment receives careful consideration, including an on-site observation of the premises and the general vicinity by the staff and members of the Planning and Zoning Commission. All petitions for zoning changes are analyzed on the basis of comprehensiveness, changed conditions, the public welfare, basic reasonableness of the proposal, and conformance of the proposal with the Comprehensive Plan.

To provide a general guide to those who examine and act on requested amendments to the Zoning Ordinance, the following questions should be answered:

### **1. Comprehensiveness**

- a. Is the change contrary to the established land use pattern?
- b. Would the change constitute spot zoning?
- c. Would change alter the population density pattern and thereby increase the demand placed upon public facilities (schools, sewers, streets)?
- d. Are present zoning district boundaries logically drawn in relation to existing conditions or is a change warranted?
- e. Are existing zoning district boundaries drawn in accordance with acceptable zoning practice and techniques so as to assure equity in terms of district application?
- f. Would the proposed change be consistent with the land use relationship requirements of the Amarillo Comprehensive Plan, its stated goals and objectives?

### **2. Changed Conditions**

- a. Have the land use conditions in the immediate vicinity been subject to change?
- b. Has development of the area been contrary to existing regulations?

### **3. Public Welfare**

- a. Will the change adversely influence living conditions in the neighborhood?
- b. Will the change create or excessively increase traffic congestion?
- c. Will the change seriously reduce the light and air to adjacent areas?
- d. Will the change adversely affect property values in adjacent areas?

- e. Will the change be a deterrent to the improvement or development of adjacent property in accordance with existing regulations?
- f. Will the change grant a special privilege to an individual as contrasted to the general welfare?

#### **4. Reasonableness**

Are there reasons why the property cannot be used in conformance with its present zoning or is the zoning change being requested so that the property owner may realize a higher profit than under its current zoning classification?

Some uses are allowed in certain zoning districts by granting a Specific Use Permit. Specific Use Permits allow special land uses that are: (1) difficult to categorize into one or more zoning districts, and (2) which may be allowed in certain districts with appropriate buffering. Areas where Specific Use Permits may apply are indicated by the "S" on the Use of Land and Buildings Table of the Zoning Ordinance. In approving a Specific Use Permit, the City Commission may establish standards for the location, development, and operation and duration of the use.

#### **Zoning Districts**

The Zoning Ordinance for Amarillo contains eighteen zoning district categories. Each zoning district is designed to facilitate land uses that are compatible with one another and discourage those uses that negatively affect adjacent properties. Zoning districts within the City are established in accordance with the Amarillo Comprehensive Plan. A description of the nature and purpose of each district is summarized below.

#### ***Agricultural District***

The Agricultural District classification provides a zoning district appropriate for agricultural activity distinguishing the area from those portions of the City that are urban in nature. Land which is newly-annexed by the City of Amarillo is automatically placed in an Agricultural District until adjacent land use indicates the need for a change in its zoning classification. It is anticipated that, in many cases, the agricultural designation will eventually change to one of the urban-type zoning districts. In the interim period, pending the proper land use determination, provision of utilities and other urban services, the agricultural designation provides a fair and equitable use of the property. The area, yard, and density standards prescribed in the Agricultural District make it appropriate for rural-type estates. A minimum lot area of one acre is required for a single family detached home in this district.



## ***Residential Dwelling Districts***

Amarillo's Zoning Ordinance provides three low density residential districts including two one-family detached residential districts and one slightly higher density district for duplexes and townhouse development. The "R-1" and "R-2" districts permit similar land uses, but have different minimum lot development standards. The distinction between the three residential districts is described as follows:

### ***"R-1" Residential District***

The "R-1" Residential district requires a minimum lot area of 7,500 square feet, with a minimum front yard setback of 25 feet and side yard of five feet. In addition to one-family dwellings, the "R-1" district also allows churches, schools, and community facilities such as fire stations. The "R-1" residential district is the most predominant type of one-family development in Amarillo. The district's popularity is due, in part, to the minimum lot area of 7,500 square feet, which offers a homebuyer an affordable dwelling with a lot size large enough for privacy. Prior to January 1997, this zoning district was identified as "1F-2" One Family Dwelling District.

### ***"R-2" Residential District***

The "R-2" Residential district requires a minimum lot area of 6,000 square feet with a minimum front yard setback of 25 feet and side yard of five feet. "R-2" zoning districts are scattered throughout the City, but are not as prevalent as the "R-1" Residential District. Over the past few years, the "R-2" zoning classification has grown in popularity due to the trend of building smaller, more economical homes on smaller lots. Prior to January 1997, this zoning district was identified as "1F-3" One Family Dwelling District.

### ***"R-3" Residential District***

The "R-3" Residential district provided in the Zoning Ordinance allows one-family detached, one-family attached, and two-family (duplex) housing units to be constructed, however, apartments are not allowed. This district provides the necessary assurances to residential areas by creating a buffer between single-family, and apartments or retail/commercial districts. A minimum of 5,000 sq.ft. of lot area is required for single family detached housing, 3,000 sq.ft. of lot area for each duplex unit (total of 6,000 sq.ft. per duplex), or 2,000 sq.ft. of lot area for single-family attached dwelling units (townhouses). The "R-3" Residential district allows single-family attached homes with a medium density of fifteen units per acre. The minimum lot width is 50 ft. for a duplex.

Each housing type within this zoning classification requires a minimum of 15 ft. for front yard setback and a maximum 65% lot coverage (building to lot (building to lot ratio). In recent years, duplexes have developed on lots whereby the property line runs down the middle of the structure separating the two units. Although the structure resembles a duplex, it is actually single family attached housing which allows each unit of the duplex to have separate ownership. As of January 1997, the "R-3" district combined the former "2F" Two-family dwelling district with the "TH-1" and "TH-2" Townhouse districts.

### ***Moderate Density and Multiple Family Dwelling Districts***

To provide appropriate standards for apartment housing, there are three specific districts. The moderate density dwelling district is appropriate for townhouse development and low density, multiple family development. The two multiple family districts are designed to provide higher density apartment projects. All three districts are intended to prevent the overcrowding of land and assure adequate higher-density housing for Amarillo. These districts are further described as follows:

#### "MD" Moderate Density Dwelling District

The "MD" district is designed for medium density, multiple family housing with a maximum height of two stories and a maximum density of 24 dwelling units per acre. This district is conducive to the development of garden-type apartments with few stories, more open space and, therefore, a lower density than the "MF-1" or "MF-2" zoning districts. Prior to January 1997, there were two moderate density dwelling districts that varied in height limitations and densities.

#### "MF-1" Multiple Family Dwelling District

The "MF-1" district provides a medium to high density residential district and is particularly for development of higher density apartments, but is limited to two stories in height. This district permits a maximum density of 36 dwelling units per acre. The district is normally associated with apartment projects located adjacent to major retail developments or along arterials in the City.

#### "MF-2" Multiple Family Dwelling District

The "MF-2" district favors high-rise apartment construction in the City. There is unlimited height of residential structures in "MF-2", provided that parking, setbacks and landscaping requirements. The "MF-2" district also allows additional land uses such as motels or boarding houses which are not allowed in the "MD" and "MF-1" districts.

### ***Manufactured Home District***

The "MH" Manufactured Home district is designed for planned residential units such as manufactured home parks and manufactured home subdivisions. The intent of the Manufactured Home district is to allow collective development of residential manufactured home sites. Any rezoning application to change from one zoning classification to Manufactured Home must be at least two acres in size. Additional uses allowed in Manufactured Home districts include playgrounds, libraries, and community facilities similar to those found in other primary residential districts.

### ***Office Districts***

Amarillo's zoning ordinance provides for two office districts. These two districts permit similar land uses but have different maximum lot development standards. The differences between these districts are as follows:

#### **"O-1" Office-One Zoning District**

The "O-1" district is designed for a maximum of two-story office development. This district is to be used near residentially-zoned areas where high-rise construction would be inappropriate, but where a proper transition between residential and commercial uses is necessary.

#### **"O-2" Office-Two Zoning District**

The "O-2" district is designed for high-rise office construction. There is no height limitation in this district and all parking, setback and landscaping requirements can be met. This district is designed to be used in areas where the height of construction and associated traffic generation will not have an adverse impact on residentially-zoned areas.

### ***Neighborhood Service District***

The "NS" Neighborhood Service district accommodates limited retail and service uses that are compatible with a residential neighborhood. Such uses as food stores, beauty shops, and similar activities are considered suitable for the neighborhood service category. A Neighborhood Service district adjacent to residential properties should be located on a collector street or minor arterial roadway for adequate accessibility. The Neighborhood Service district should be physically buffered or oriented away from the direction of homesites. Location of a Neighborhood Service district at the intersection of roadways in the middle of a residential area is not permissible as it would constitute spot zoning and disrupt the residential character of the neighborhood. This zoning category is seldom used.

***General Retail District***

The "GR" General Retail district is designed for retail and related service uses including medical clinics, food stores, appliance stores, etc. This district does not allow uses of a commercial nature such as a distribution warehouse or paint shop, but instead lends itself to compatible retail activities. A bakery shop would be a permitted use in a General Retail District, but a wholesale bakery would be classified as commercial and, therefore, not be allowed in the "GR" district. The General Retail district allows most of the primary residential uses except manufactured homes, manufactured home parks, manufactured home subdivisions, and travel trailer parks.

Special attention is given when expanding the General Retail zoning classification to ensure that strip development along arterials is discouraged. General retail development is to be located in concentrated areas adjacent to arterials serving residential areas instead of being inefficiently stripped out along major roadways.

***Light Commercial District***

The purpose of the "LC" Light Commercial district is to provide areas for service uses and sales that are considered too intense and incompatible with general retail areas. The Light Commercial district provides a place for uses such as repair garages, building material sales yards, cabinet and upholstery shops, mini-storage warehouses, outdoor commercial amusement, commercial laundries, and plumbing shops. Light commercial uses is sometimes intermixed with retail and other service uses, although it is desirable to retain a division between the retail shopping and the heavier commercial functions.

***Central Business District***

The intensity of development and physical arrangement of downtown Amarillo makes it appropriate to have a separate zoning district tailored to the specific needs of this area. The "CB" Central Business district is designed for the downtown area and allows unlimited height of structures and landscaping requirements must be met. The Central Business district permits the structure to cover 100% of a lot. The Central Business District does not require off-street parking, although the provision of off-street parking for the Central Business District should be encouraged as a part of an overall development effort of the central area of the City. Although some residential land uses are allowed in the CBD, manufactured homes are not.

***Heavy Commercial District***

The "HC" Heavy Commercial district is for land uses that are too intense for the Light Commercial or Central Business districts. Among the uses allowed in the Heavy Commercial district are railroad freight terminals, distribution warehouses, contractor storage yards, and machine shops. The Heavy Commercial district excludes those industrial uses which involve major fabrication or processing. No height limitation is designated. Although minimum parking requirements must be met, there is no

landscaping requirement in this district unless a multifamily or non-residential use fronts or sides onto a section line arterial street, State highway or expressway.

### ***Light and Heavy Industrial Districts***

The "I-1" Light Industrial and "I-2" Heavy Industrial districts accommodate activities of an intense nature such as manufacturing activities that are incompatible with many land uses allowed in other zoning districts. The industrial districts are the least restrictive of all the zoning districts in Amarillo. Single family homes and duplexes are not allowed in this zoning district so as to minimize the chance of prime industrial land being converted to residential uses, and it also separates these incompatible uses from one another.

Industrial performance standards are incorporated in the Zoning Ordinance to aid in classifying light industrial activities and heavy industrial activities from one another. The performance standards establish limits for the emission of dust, odor, vibration, air contaminants, and sound from an industrial operation. The name or type of industry no longer determines whether an operation is a light or heavy industrial use. Rather, the way the industry is designed and operated determines its classification. The limits for each industrial district's operation characteristics are set forth in the performance standards section of the Zoning Ordinance.

### ***Planned Development District***

Provisions for "PD" Planned Development districts are included in the Amarillo Zoning Ordinance to permit flexibility in site designs and the integration of various land uses, such as shopping centers, housing developments, industrial parks, medical and hospital centers, office centers, and any combination of developments.

The establishment of a Planned Development district, as provided in the Amarillo Zoning Ordinance, follows the same procedure prescribed for any rezoning amendment to the Ordinance. Actions involve study by the Planning Department and the Planning and Zoning Commission, a public hearing and recommendation to the City Commission followed by two public hearings and final action by the City Commission. An applicant may apply for a Planned Development district or a PD may be recommended by the Planning and Zoning Commission as being a suitable alternative where an application is made for change to another zoning district.

An application for a Planned Development district must be accompanied by development site plans identifying every aspect of the facility, its operation, and architectural details of all proposed structures. This information becomes part of the amending ordinance after the physical proposals of the plan are approved. All Planned Development districts approved by the City Commission are referenced on the Zoning District map and indexed by successive numbers as "PD-1", "PD-2", etc., and are kept on file in the Planning Department.



*Section 11*  
*Street Lighting*





## **Section 11**

### **Street Lighting**

Street lighting within neighborhoods and along major streets is for traffic safety purposes. A residential development can be enhanced by providing a hierarchy of lighting that corresponds to the different roadways and land uses. For example, a section-line arterial street requires a different type and frequency of street lights than does a local street lined with residences. Since street lighting is expensive to install and requires significant amounts of energy, unnecessary lighting should be avoided. The policies described below are intended to provide sufficient illumination to enhance traffic safety while minimizing glare into residences.

#### **Residential Street Standards**

All street lighting within new subdivisions will be steel or fiberglass poles with underground feed or wood poles with overhead feed. The City provides residential street lighting based on Xcel Energy's, aka Southwestern Public Service (SPS), wood pole, overhead feed rate. Developers desiring metal or fiberglass poles and/or underground feeds need to work directly with Xcel Energy for a developer contribution. This enables the City to maintain a wood pole, overhead feed rate for all residential areas in the City. If intermediate wood poles are needed to provide residential street lighting, these will be the responsibility of the developer. The lights themselves will be 150 watt high pressure sodium. Mercury vapor lights are no longer used due to their higher energy requirements.

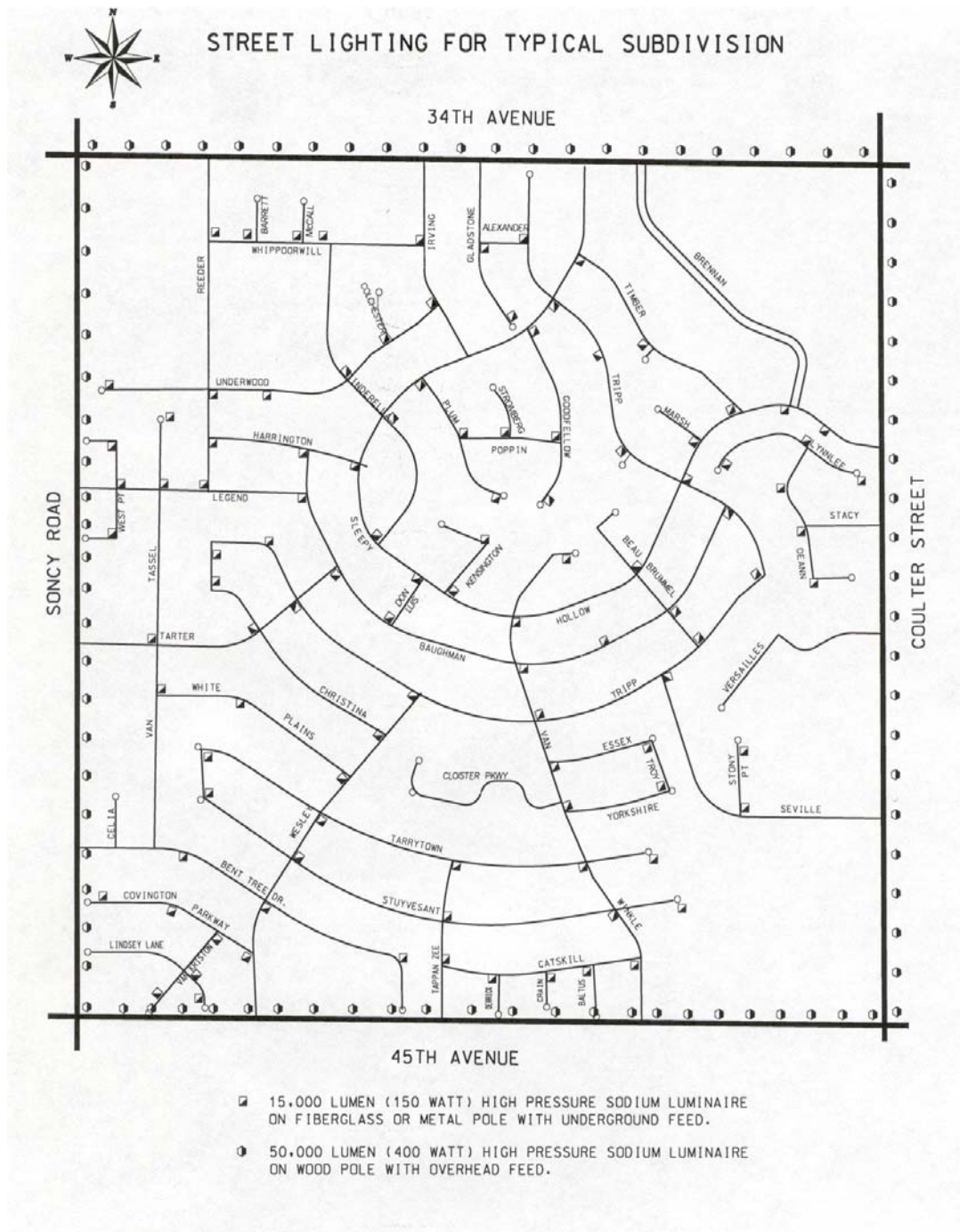
The developer shall work directly with Xcel Energy to design the proposed street lighting layout. The design shall place a street light at all intersections, at sharp curves, and at the end of cul-de-sacs over 400 feet long. The City Traffic Engineer will review the proposed street lighting design and will make the final determination regarding the design. The Traffic Engineering Department will order the installation of street lights as development progresses. Specialty lighting may be used in a Public Improvement District (PID) where the PID maintains it. Xcel Energy will only maintain lighting for which they stock poles and luminaires.

The City continues to infill established neighborhoods with street lighting that matches the existing street lights. This effort continues to be closely tied to the City's street paving projects.

#### **Arterial Street Standards**

The provision of street lighting along arterial streets is the responsibility of the City of Amarillo. Arterial lighting will be installed as development progresses. Lighting will consist of 400 watt high pressure sodium lamps on wood poles at 240 ft. spacing and be designed to provide uniform lighting levels along the arterial. Interim lights may be provided at intersections.

An example of street lighting design for a typical subdivision is shown on **this page**.

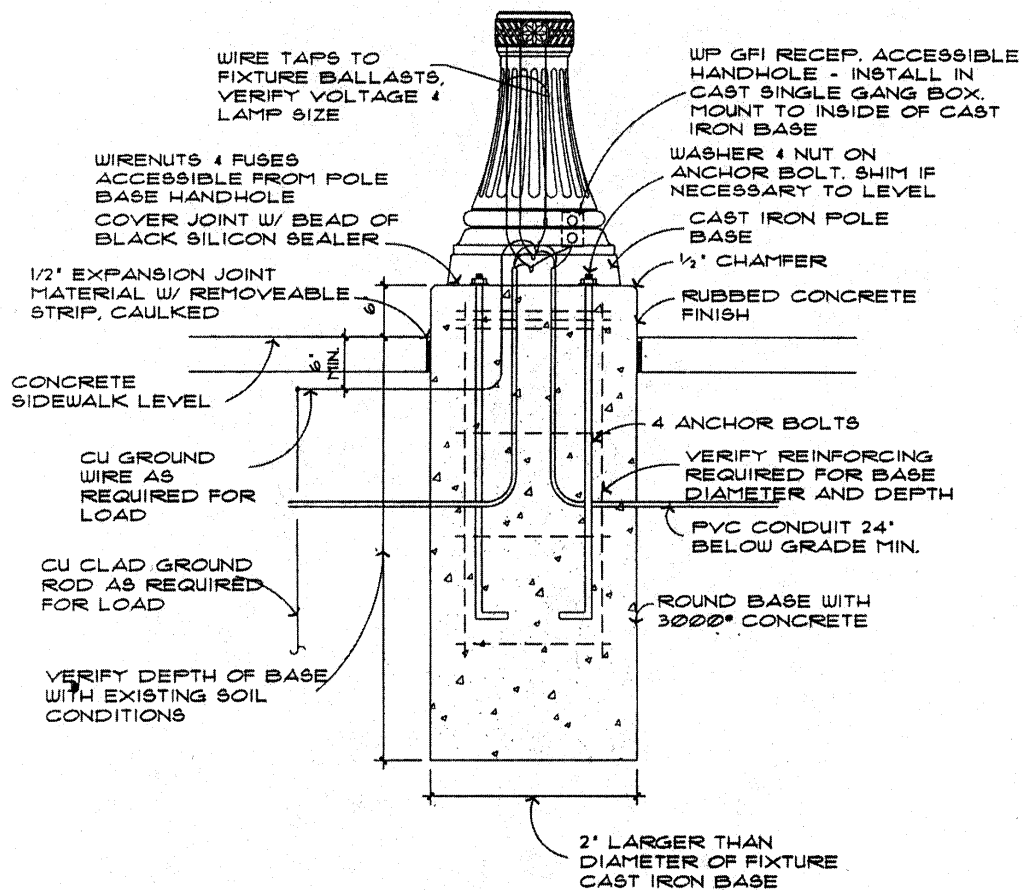


## Downtown Street Standards

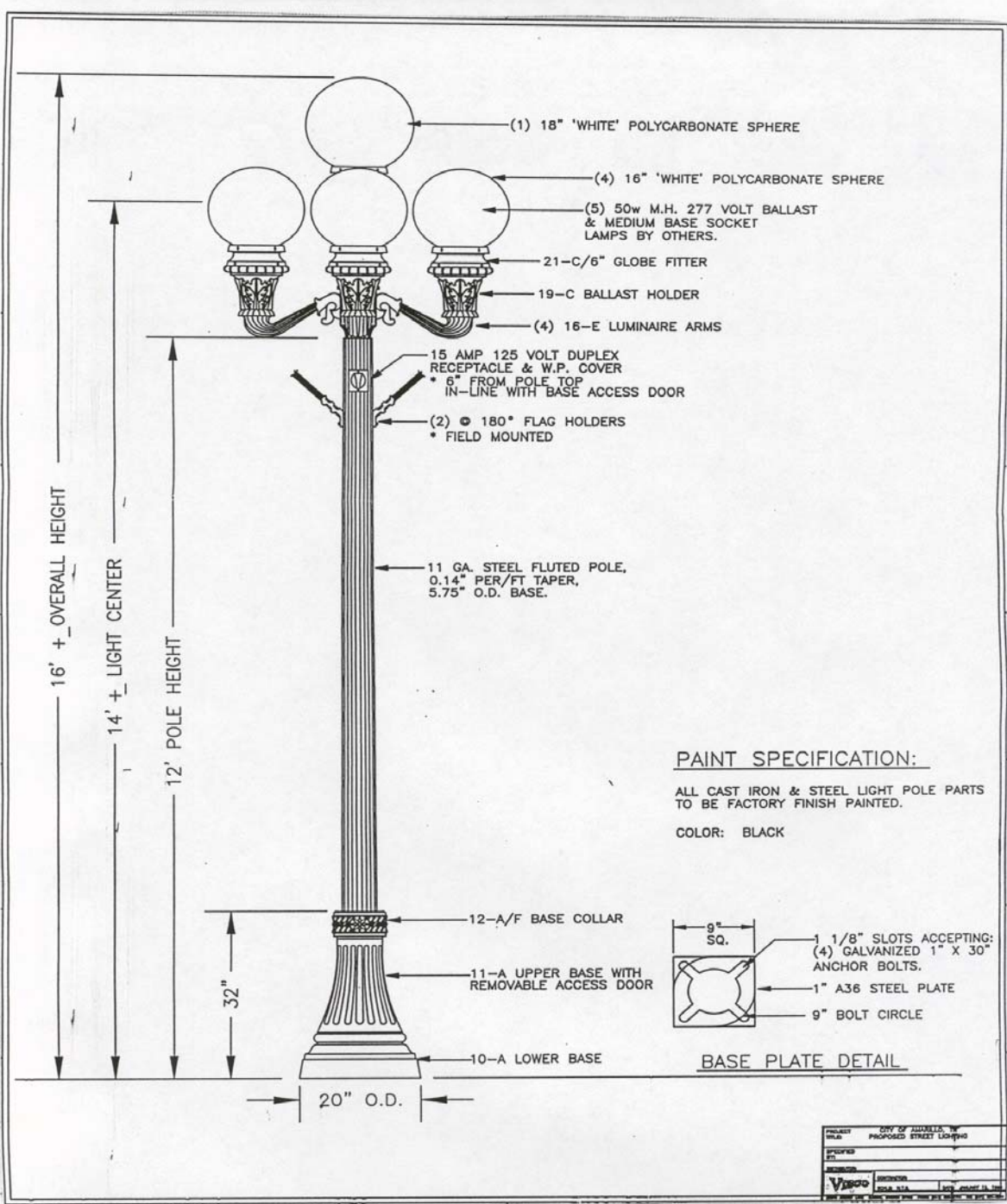
Along Downtown Amarillo streets, the adjacent property owner may install special decorative light poles that meets specifications as shown on the diagram on **page 11-4** and placed on the foundation as shown below. If the street lights meet these specifications, a license and hold harmless agreement is not required. The City of Amarillo will maintain the globes as part of routine street lighting maintenance, but will not pay for electricity for the decorative lighting.

If other types of street lighting fixtures which do not meet the specifications are installed, the property owner must enter into a license and hold harmless agreement with the City of Amarillo to allow private encumbrances of public property. The process for attaining a license and hold harmless agreement is detailed in Section 18 of this Development Policy Manual.

## Decorative Light Pole Foundation



# Decorative Light Pole Standards



*Section 12*  
*Dedications and*  
*Vacations*



## Section 12

### Dedications and Vacations

An important aspect of the Amarillo Planning and Zoning Commission and City Commission is the dedication and vacation of streets, alleys, and easements. The following State laws apply to vacation and dedication considerations:

**Chapter 272, Sale or Lease of Property by Municipalities, Counties, and Certain Other Local Governments**, of the Texas Local Government Code establishes the procedure for vacating property.

**Chapter 212, Municipal Regulation of Subdivisions and Property Development**, of the Texas Local Government Code outlines the procedures for platting and dedication of streets, alleys, and easements, as well as the procedure for vacating plats.

The Planning and Zoning Commission has two methods of dedication which they consider:

- Dedication of property on the face of the plat when the plat is approved and acknowledged as being made by the owner of the property.
- Dedication of property to the public by separate legal instrument.

Any dedication made by plat or by separate instrument, must include consideration by the City of the necessity of the dedication and whether or not the dedication conforms to the Platting and Subdivision Improvement and Maintenance Chapter (Platting and Subdivision Ordinance) of the Amarillo Code of Ordinances. All dedications should provide benefit to the citizens of the City of Amarillo and should ensure that adequate rights-of-way and adequate easements are provided for future utility extension and street improvements at the lowest possible cost to the general public. Also, any dedication made will be reviewed to ensure that the action is not in violation of some previously-held private easement or other restriction by a separate utility company.

As has been stated above, Chapter 272, Texas Local Government Code, requires that the City of Amarillo, prior to vacating or exchanging any land owned or held by it, publish a notice and receive bids for the sale or exchange of property. The City may exchange or vacate City-owned land without publishing notice for bids if the property meets one or more of the criteria described below:

- (1) Narrow strips of land which cannot be used or zoned may be sold to abutting property owners.
- (2) Streets or alleys may be sold to abutting property owners.

- (3) Easements in which the abutting property owners possess the underlying fee simple title may be sold to the abutting property owners.
- (4) Land originally acquired for street/alley right-of-way or easements which the City may choose to trade for other street/alley right-of-way or easements may be exchanged, although part of the transaction may be for cash.
- (5) Land owned by the City which it desires to have developed by contract with an independent foundation.
- (6) Any interest in land that the City wishes to convey to a governmental entity having the power of eminent domain.
- (7) Streets, alleys, or other public domains which have been dedicated to the City by plat, but have never been developed, improved, or opened for public use, may be vacated by a replat approved by the Amarillo Planning and Zoning Commission.

In the above instances (1) through (6), the City may sell property without publication of notice for bids provided the land is never sold or traded for less than fair market value. The applicant submits an application to abandon right-of-way to the Planning Department along with an appraisal of fair market value prepared by a Texas licensed real estate appraiser that was prepared no more than 3 months prior to the date the application is submitted for consideration. In the case of (7) above, since streets and easements have never been opened, the vacation procedure does provide for vacation by replat. When vacating a plat or replat, a written instrument must be signed by all owners of lots in the plat and the vacation must be approved by the Planning and Zoning Commission. A replat may be filed without vacating the previous plat if the replat is signed by only the owners of the property being replatted and is approved in a public hearing held by the City. If the plat is vacated by all the owners, the public notice provisions are not required. Written approval by less than all the owners will require public hearing requirements complete with newspaper notices and written notification to the property owners.

Occasionally, an instance will occur where property has been dedicated by separate instrument and then an owner will attempt to vacate said property by plat. In these cases where property has been dedicated by separate instrument, the separate instrument does prevail and the property may not be vacated by plat.

For streets that are under considered to be permanently closed through the vacation process, the City of Amarillo will post notification signs on the street rights-of-way proposed for abandonment. The cost of posting these signs are included in the filing fee for street abandonment.

Each vacation is approved by the Amarillo Planning and Zoning Commission and City Commission. At the City Commission level, it requires either an ordinance or resolution



for passage. The ordinance is used in the case of vacation of streets and alleys, and a resolution is utilized in the vacation of easements. The developer is required to pay the higher of: 1) the fair market value, or 2) the utility equipment relocation costs. All fees and costs associated with the vacation of any street, alley, or easement must be paid prior to consideration by the City Commission.

When vacating property, if the developer chooses to relocate utilities rather than pay the fair market value, there are two options regarding water and sewer relocations as explained in Options 1 and 2 below. The developer shall choose which option will be followed and notify the City when the deposit is paid.

*Option 1:* The developer shall allow the City to design and bid the relocation using funds paid by the developer. Work performed by the City shall be subject to the City's current workload and State of Texas laws and regulations concerning bidding and award of construction contracts.

*Option 2:* The developer shall follow the process for extension of utility mains as if it were new construction as described in Sections 1 (Development Policy), 2 (Subdivision Regulations), and 4 (Water and Sanitary Sewer Design Criteria) of this Development Policy Manual. After the City has accepted construction, the cost of the relocation expenses shall be refunded to the developer. The refund shall not exceed the amount deposited by the developer.



*Section 13*  
*Public Dedication*  
*of Private Streets*  
*& Alleys*



## **Section 13**

### **PUBLIC DEDICATION OF PRIVATE STREETS AND ALLEYS**

Developers occasionally include private streets and alleys in new subdivisions in order to offer a sense of security to the development. The City of Amarillo is not opposed to developments with private streets and alleys as long as direct access can be provided at all times for emergency vehicles, solid waste collection vehicles, and for utility vehicles that need access to utilities owned by the City or private companies. It is the responsibility of the developer to make arrangements to provide the necessary access to utility and emergency vehicles prior to approval of the subdivision.

When subdivisions using private streets and alleys are approved, they are expected to meet all the requirements of streets and alleys that are dedicated to the public. The use of private streets or alleys should not be a method of attempting to circumvent necessary design standards that protect the welfare of citizens using these private facilities, nor should they be a method of reducing construction costs to the point of placing a burden on property owners due to construction failures after the project is completed.

The City often has had property owners request that the streets and alleys be dedicated to the public within a few years of the development being completed. In every case, the property owners have spent considerable time and money to ascertain whether the street or alley was originally constructed to City specifications. Sometimes it could not be fully determined whether or not City specifications were met, therefore, the property owners have been required to make improvements or a variety of financial assurances to the City that the improvements would not deteriorate during a fixed period of years. The City, therefore, required needed repairs be made to the street prior to City acceptance or a one-year warranty period on the street to cover any failures. The City will review each street and make a determination as to what requirements are to be imposed prior to acceptance of the street in question.

To assure that the improvements are properly designed and constructed, it is now the City's policy that private streets will be treated the same way as public streets for the design and construction, and that all private streets and alleys will meet all City specifications and be observed in the same manner as public streets. Any design review and construction observation costs will be paid by the developer.

When the residents in a development with private streets and alleys wish to dedicate them to the public, the City will require the owners to dedicate the streets and alleys and have them accepted by the City of Amarillo. The City will not assume the maintenance of landscaping within the street or alley right-of-way when the dedication is made by the property owners. Prior to any dedication, the applicants should discuss the proposed dedication with the Director of Public Works and the Director of Community Services.



*Section 14*  
*Street Renaming*  
*& Designation*





## **Section 14**

### **STREET RENAMING AND DESIGNATION**

Streets are named when property is platted and street right-of-way is dedicated to the City of Amarillo. Current plat review procedures include checking the proposed street names shown on the plat to determine if the name already exists within the City or surrounding area. New streets may be dedicated to the public by plat or by separate legal instrument. If dedicated by separate legal instrument, the new street must be accepted by the City Commission and the street named by an ordinance.

Duplicate street names or names similar in sound, pronunciation or spelling can be confusing to emergency response teams, postal delivery service, and to the general public. Occasionally duplicate street names or names similar in pronunciation are discovered inside the City, and the streets are renamed by the process described herein. Residents along a street may also request that a street be renamed simply because they do not like the present street name. All street name changes must be approved by the Planning and Zoning Commission and the City Commission.

In certain cases, streets with existing names may also be designated with a different name. It should be noted that there is a difference between street renaming and street designation. Street renaming legally changes the street name and must be approved by the City Commission by ordinance. Street designation keeps the existing street name, but is also known by a secondary name normally for commemorative purposes. The City Commission approves street name designations by resolution.

#### **Procedure for Street Renaming/Designation**

For various reasons, the City may find it necessary to initiate a street renaming. Adjacent property owners who may be affected by the renaming are contacted for their input on a new name. Any adjacent property owner or group wishing to rename a street must submit to the Planning Department a written request/petition signed by 50% of the property owners along the street or street segment to be renamed in support of the renaming. For a street designation, an adjacent property owner or group wanting to designate a street with a secondary name must submit a written request to the Planning Department.

The applicant(s) should consult with the Planning Department staff to determine feasibility of a name change or designation. Once the proper items are submitted, the request is then placed on the Planning and Zoning Commission agenda. The street renaming/designation request is sent out for comment to City departments, local utility companies, local U. S. Postal Service, and the State highway department, if applicable.

Once a request for street renaming is scheduled on a Planning and Zoning Commission agenda, a public notice of the request is published in the newspaper. In addition, a

notice of the request is mailed to property owners of record within a 200-foot radius of the street. In an effort to measure public opinion on renaming a street, the Planning Department will, at the department's discretion, canvass the property owners by mail to solicit their opinions in favor of or in opposition to the proposed renaming. From the responses, the Planning staff can gauge public opinion prior to public hearings. A public hearing by the Planning and Zoning Commission is then held at which time those in favor of or in opposition to the renaming/designation may offer their opinion in person.

The process to have a street designated with a secondary name is essentially the same as a street renaming, however, notice is not mailed to adjacent property owners. Newspaper notices alone are used to inform the public on prospective street designations. The Planning and Zoning Commission considers street designations in public hearings at which time the public may voice their opinion.

The Planning and Zoning Commission will either approve, deny, modify, or table the renaming/designation request. If approved, it is transmitted to the City Commission for final approval or denial. If the street renaming/designation is denied by the Planning and Zoning Commission, a written request by the applicant(s) for an appeal must be submitted to the Planning Department within 24 hours of the hearing. The request for a street renaming/designation may be tabled for consideration at a subsequent hearing to provide the Planning Department with more time to research the request.

### **Street Name Signs**

When a street renaming request is approved by ordinance by the City Commission, the City Traffic Engineering Department is responsible for having the street name signs replaced. When a street designation is approved by resolution by the City Commission, the City Traffic Engineering Department is responsible for designing the appropriate signs. Prior to City Commission approval, the applicant(s) will deposit with the Traffic Engineering Department the estimated cost of replacing the street name signs or adding the street designation signs. Upon completion of the street name sign replacement or the addition of the designation signs, the Traffic Engineering Department will refund any excess revenue or bill the applicant(s) for additional costs. It should be noted that any new street signs required by the State highway department will be at the applicant's expense.

*Section 15*  
*Public*  
*Improvement*  
*Districts*



## Section 15

### PUBLIC IMPROVEMENT DISTRICTS

The statute authorizing Public Improvement Districts (PID) is in Chapter 372 of the Texas Local Government Code. The purpose of a PID is to provide improvements or services conferring special benefits on defined parts of a city above and beyond normal city service and funding levels. To pay for these special benefits, the city may levy supplemental assessments on real property within the PID. A PID does not require unreimbursed revenue from any city agency, and funds raised by a PID assessment are solely for the benefit of the properties in the PID and to cover administrative costs.

The purpose of this policy is to give a general outline of the various requirements and considerations for creating a PID in the City of Amarillo. This policy addresses some of the legal requirements of the State law as well as local policies and administrative issues.

#### General Requirements

- PIDs must be financially self-sufficient and not adversely impact the ordinary delivery of City services.
- PIDs must be related to a public service which promotes the interests of the City.
- A PID may be initiated by the City or by land owners presenting a petition requesting the establishment of a PID.
- The PID petition must be signed by owners of taxable real property representing more than fifty percent (50%) of the appraised value of the PID. In addition, the petition must be signed by more that fifty percent (50%) of all record owners or owners of taxable real property representing more than fifty percent (50%) of the area of all taxable real property that is liable for assessment.
- PID projects typically fall into the following categories:
  1. Improvements in the public right-of-way (entryways, landscaping, fountains, specialty lighting, sidewalks, etc.)
  2. Improvements which meet neighborhood needs (drainage, parks/open space, off-street parking, access, and security)
- Any improvements must be constructed in accordance with City specifications.
- If installation of improvements are paid by PID funds, then the contracts for installation of improvements must be publicly bid by the City, reviewed by the appropriate PID governing board, and accepted by the City Commission.

- Bonds may be issued by the City to cover the costs of improvements, which must be repaid through property owner assessments. If bonds are to be utilized, then the developer must have a reserve equivalent to the amount of the cost of improvements. The reserve can be in the form of an irrevocable letter of credit or in another form acceptable to the City. The reserve will be required until such time that a large enough amount of property in the PID is developed to provide adequate funding from property assessments to assure full payments of the bonds.
  - NOTE: If debt is issued on PID's behalf, the PID cannot be dissolved until full payment of all debt is made.
- All development costs (consulting fees, project design, surveying, construction management/observation, etc.) To be paid with PID funds must be approved by the City.
- Common areas and improvements must be dedicated to the City with a reversionary interest to a homeowners association in the event the PID is dissolved.
- A PID's budget shall include sufficient funds to pay for the costs of all benefits above and beyond the City's ordinary costs, including additional administrative and operational costs. The City will have the option to use in-house personnel or to contract with outside agencies to provide the same services if it is more cost-effective.
- A PID's Petition must contain procedures for the eventual termination of the PID without imposing unintended costs on the City.

### **Specific Policies**

- Before a PID can be established, the City Commission must make a determination that a public purpose will be served.
- A service Plan must be prepared that defines the annual indebtedness and projected costs for installation, operation, and maintenance of improvements for a five (5) year minimum term.
- All City-owned land and improvements within a PID that are being used or are dedicated for use to provide a public service and will not benefit from the PID improvements and services (e.g., streets, alleys, easements, and parks) will not be assessed. All other City-owned property that will benefit from the PID will be assessed on an equitable basis similar to property in the PID.
- Anyone selling land in a PID must include a notification to any prospective property owner of the existence of special assessments on the property. All

closing statements must specify who is responsible for payment of the PID assessment.

- Any improvements must be constructed to City specifications from plans approved by the City. Construction will be observed by City personnel. All reconstruction and replacement of improvements required from City observation must be performed without cost to the PID or City.

### **Petition Requirements**

For a PID to be established, a petition shall include the following:

- Evidence that petition signatures meet the State law requirements.
- The general nature of the proposed improvement(s), as well as a statement demonstrating how the establishment of the PID will provide a public service.
- Map of the area, legal description by metes and bounds of the boundaries of the PID.
- Estimated total cost of improvement(s).
- Proposed method of assessment (per square foot assessment, per lot assessment, percent of total assessment).
- Types of services for which the PID will be responsible.
- Who will be responsible for the administration of the PID.
- PID operating budget listing the estimated operating costs, maintenance costs, and administrative costs for each phase of the project.
- Procedures outlining an annual public review of the Service Plan and budget items as well as provisions for periodic evaluations.
- Description of all City-owned land within the PID, as well as its proposed share of project costs.
- Documentation of adequate developer/contractor liability insurance regarding the construction of improvements.
- Contingency plan that addresses the maintenance or removal of PID improvements if the PID is dissolved and specifies that the City is in no way obligated to future maintenance or operational costs regarding improvements in the public right-of-way.

In addition, before the City Commission will take action on a residential PID petition, the developer of a new subdivision must put in place a homeowners' organization that mirrors

the PID in its responsibilities and obligations and would become operational if the PID is dissolved.

It is understood that PIDs will vary in composition between new developments and existing developed areas. In some cases, developed areas will not be able to provide the same homeowners' association backup as a new area would. Also, the needs of an existing developed area differ significantly from the new areas that have a single development group.

For these reasons, it is extremely important for anyone wishing to establish a PID to discuss the concept with the City Planning Department to assure that the concept is acceptable to the City, meets the requirements of Chapter 372 of the Texas Local Government Code and meets the additional requirements of the City.

This policy statement is written largely from the perspective of PID creation in a new development. The City reserves the right to apply different procedures to a PID created in an existing neighborhood, including the use of deeds of trust or other voluntary lien to secure assessment.



*Section 16*  
*Neighborhood*  
*Parks and School*  
*Parks*



## Section 16

### DEDICATION AND DEVELOPMENT OF NEIGHBORHOOD OR SCHOOL PARK AREAS

The Amarillo park system is tied to the Amarillo grid system of city development with major arterial streets, between East-West and North-South, forming one mile squares called sections. The policy is to have a neighborhood service park within walking distance of all residential areas within the City, which is accomplished by having a park in each residential section of land. Since there is normally an elementary school in each residential section, it is convenient to plan parks in conjunction with school playgrounds, a cooperative venture by the City and the school district, with the school district paying water costs and the City paying maintenance and labor.

#### Neighborhood and School Park Development Standards

The standards for establishing new neighborhood and school parks shall be:

- *Population.*
  - School parks shall normally only be considered for development in areas where total child population (pre-school through 12th grade) based on the latest school district census figures is above seven hundred (700).
- *Size.*
  - The minimum acceptable size for a joint school-park site is 14 acres (gross) with about 10 acres devoted to playground and park. Areas for school and park sites must be shown on the preliminary plat for the development and arrangements must be made between the developer, the school district, and the City on the method of obtaining the dedication of the necessary land. A neighborhood park, separated from a school, shall contain not less than eight (8) net acres.
- *Distance from existing parks.*
  - No new neighborhood or school park shall be developed within 3,500 feet of an existing neighborhood or school park area, except where the proposed area is separated from the existing park by a major thoroughfare where the speed is above 30 miles per hour and the area to be served by the new park meets the criteria established above.

If the acreage of existing parks located within a one (1) mile radius of a proposed park area is not sufficient to provide three (3) acres of neighborhood park for each 1,000 children in the neighborhood, the Parks and Recreation Commission may waive the above distance requirements.

School or neighborhood parks will not normally be considered for development in new or existing subdivisions until the above minimum standards are met. The Parks and Recreation Commission shall weigh all factors to determine whether the City is ready to develop a park and recommend such to the City Commission at the time the annual budget is submitted.

*Section 17*  
*Aviation Clear*  
*Zone Easements*



## Section 17

### AVIATION CLEAR ZONE EASEMENTS

Adjacent to Amarillo International Airport, both within the corporate limits of the City of Amarillo and the extraterritorial jurisdiction (ETJ) of the City, are certain areas where future physical development must reflect the operation and protection of air traffic operating into and out of the airport. In 1981, the Texas legislature enacted the Airport Zoning Act, cited as Chapter 241 of the Local Government Code, which authorized cities in the state to establish and administer regulations pertaining to the height of structures and compatible land uses in the vicinity of the airport. The Act defines height hazard and land use zoning as:

*Airport Height Hazard Zoning* - any structure or tree or use of land which obstructs the airspace required for the flight of aircraft or which obstructs or interferes with the control tracking and/or data acquisition in the landing, taking off, or flight at an airport.

*Airport Land Use Zoning* - any use of land adjacent to an airport that will protect owners, occupants, or users of the land from levels of noise or vibrations created by the operation of the airport that may endanger the occupant's health, safety, or welfare, and that will protect airport users from airport hazards.

The City regulates development in the vicinity of the Amarillo International Airport through the use of the following mechanisms of the Amarillo Code of Ordinances:

- (1) Zoning (Chap. 4-10) which establishes the pattern of land development through the classification of land and subsequent uses into zoning districts;
- (2) Airport Height Hazard and Zoning Regulations (Chap. 4-9) which establishes minimum requirements to control the height and use of structures that may develop in the vicinity of the airport;
- (3) Platting and Subdivision Improvement and Maintenance (Chap. 4-6) which establishes regulations pertaining to the subdivision or platting of land.

Amarillo has had height hazard zoning for the airport since 1949. The 1949 resolution established a joint airport zoning commission comprised of two representatives of the City of Amarillo and two representatives of Potter County. This board underwent several changes with the most recent occurring on October 16, 1986, when the revised joint board for Potter, Randall, Carson Counties and the City of Amarillo met and passed a resolution disbanding the board and adopted new regulations to govern height hazards and land use around Amarillo's airport. The City Commission subsequently passed an ordinance appointing the Planning and Zoning Commission as the Airport Zoning Commission and itself as the Airport Zoning Board.

After a review of the Airport Zoning Act by the Planning and Legal Departments it was determined that certain aspects of the legislation would possibly prove unacceptable to the City and Potter, Randall, Carson, and Armstrong Counties without a complete analysis being done on the noise impacts around the airport. As a result, a simpler, less regulatory method of providing height hazard regulation for the airport was achieved by the obtainment of aviation clear zone easements.

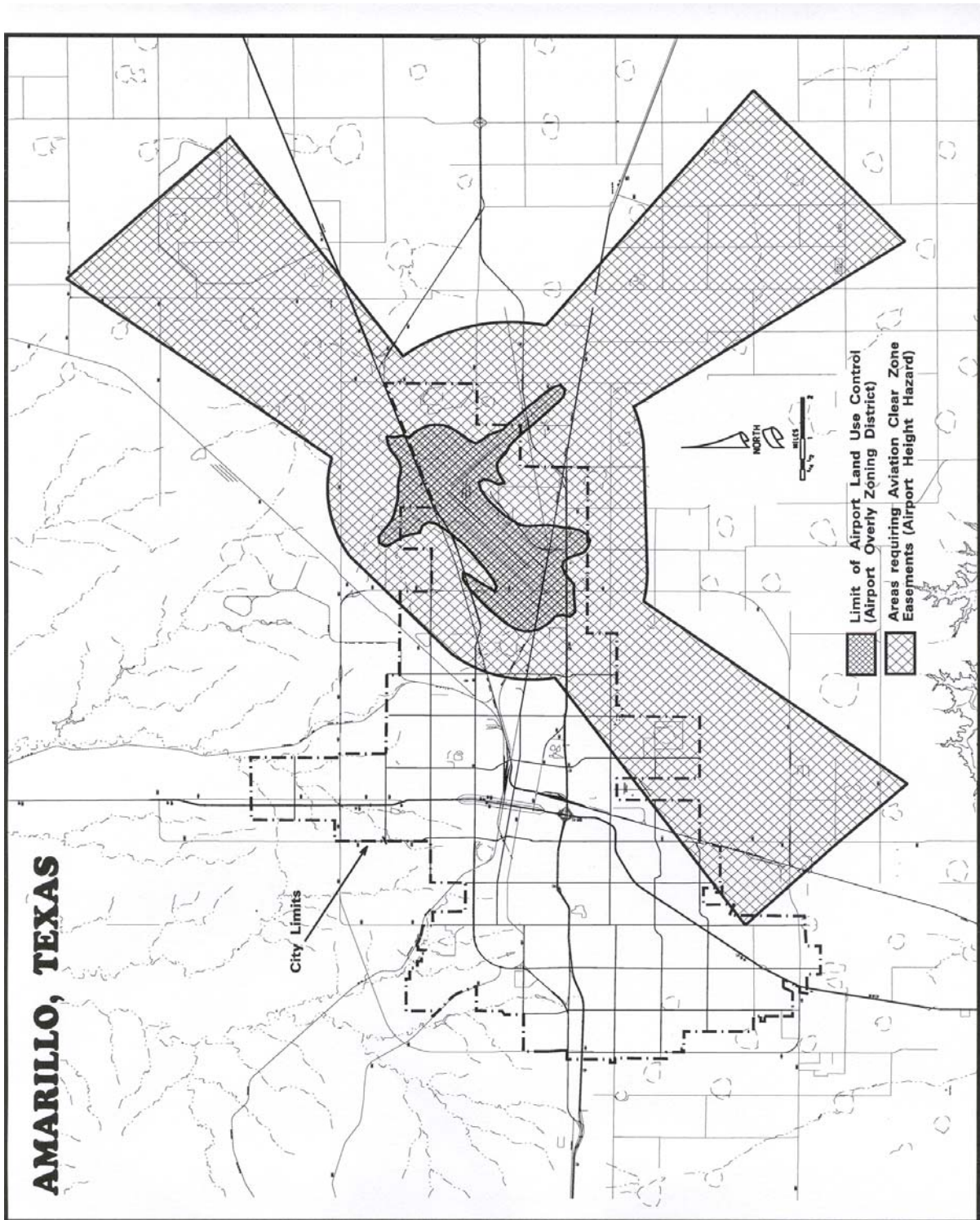
An aviation clear zone easement is defined as a legal document or covenant that establishes a maximum height restriction on property and holds the City of Amarillo, its successors, and assigns harmless from any claims due to the noise, vibrations, fumes, dust, fuel particles, and all other effects that may have been caused by the operation of aircraft landing at, taking off from, or operating at Amarillo International Airport. This regulatory approach has the advantage of not determining the type and scope of development through zoning, but rather of controlling development by putting present and future property owners on notice, through the use of a legal instrument running with the land, that the property is subject to height limitations, increased noise, vibration, dust, etc.

The land area in the vicinity of Amarillo International Airport that is subject to aviation clear zone easements and land use control is shown in the illustration, Areas Requiring Aviation Clear Zone Easements on **page 17-3**. This area (which includes properties both within and outside the City limits) was determined through combination and coordination of federal aviation regulations and existing and anticipated noise contour levels resulting from flight operations identified in a FAR Part 150 Study conducted by airport consultants during 1996.

The owners of any final plat submitted for consideration and approval to the Amarillo Planning and Zoning Commission that is located within the defined area shall be required to provide a properly prepared and acknowledged aviation clear zone easement concurrently with the final platting action. Said easement shall be accepted by the Amarillo City Commission and shall be filed of record in the applicable county.



# Areas Requiring Aviation Clear Zone Easements





*Section 18*  
*License and Hold*  
*Harmless*  
*Agreements*



## Section 18

### LICENSE AND HOLD HARMLESS AGREEMENTS

In addition to the zoning, platting, vacation, and dedication actions previously mentioned, the City of Amarillo, through the Planning Department, also processes and considers license and hold harmless agreements for the physical encumbrance of public rights-of-way. These encumbrances include structures within the right-of-way, tunnels, and protruding canopies, as well as other types of encumbrances. The review and approval/denial process of license and hold harmless agreements was established by the Amarillo City Commission with the approval of the chapter of the Code entitled "Platting and Subdivision Improvements and Maintenance", and in compliance with State laws regarding the use of rights-of-way of public streets. With the approval of this ordinance, the City Commission authorized the City departments and local utility companies to review all license and hold harmless requests prior to their approval.

The Platting and Subdivision Improvement and Maintenance Ordinance states that, under normal circumstances, the right to encumber public right-of-way shall be granted only by license and every Grantee of a license shall agree to indemnify and hold the City of Amarillo harmless from any and all damages to persons or property arising in any way through the Grantee's use of the licensed premises. No individual, person, firm, or corporation shall be granted a license for an encumbrance of public right-of-way for any installation that would adversely affect the public health, safety, and welfare. Finally, any individual, person, firm, or corporation whose business or enterprise falls under the regulatory jurisdiction of the Texas Public Utility Commission and which does not have a franchise from the City of Amarillo, shall present at the time of application, a certified copy of its Certificate of Operating Authority.

The approval of any license and hold harmless agreement shall require the Grantee to be responsible for an annual license fee or, in the event of special conditions or circumstances, a one-time permanent conveyance. Both the annual license fee and the permanent conveyance is based on the nature or type of encumbrance (air space, surface, or subsurface), the amount of right-of-way encumbered and the fair market appraised value of the property. For all encroachments, the following criteria shall be utilized to establish the annual or possible permanent conveyance fee, but no annual license fee shall be less than two hundred fifty dollars (\$250.00).

#### ■ ***Surface Encroachment:***

For a private license authorizing a surface encroachment at the sidewalk level, the annual license fee shall be 7% of the fair market value times the square footage of encumbrance.

■ ***Air Space Encroachment:***

For a private license authorizing an air space encroachment above the sidewalk level, the annual license fee shall be 7% of the fair market value times the square footage of encumbrance.

■ ***Subsurface Encroachment:***

For a private license to encumber subsurface area, the annual license fee shall be 2% of the fair market value times the square footage of encumbrance.

It should be noted that in order to foster economic development, the City Commission may waive both the initial application fee and renewal fees collected for license and hold harmless agreements for new or expanded development located within a State-designated enterprise zone. If the fees are waived, it will be done at the time the new or expanded development is proposed.

A request for approval to encumber public right-of-way is initiated with the submission of an application and associated filing fee to the Planning Department. In addition to these items, other information must also be submitted, including the metes and bounds legal description of the property requested for encumbrance, a site plan and section profile plan depicting the method or specific details of the encumbrance installation. The application, legal description, and associated plan documents are then reviewed by specific City departments and local utility companies. A fair market appraisal establishing the value of the property proposed for encumbrance is also obtained. The applicant is required to either obtain an appraisal from a licensed real estate appraiser or request the Planning Department to appraise the property for an additional fee. This fee is required to be paid to the Planning Department at the time the appraisal is rendered.

After review of the application and associated documents, the first annual payment is forwarded with a Planning Department recommendation to the City Manager for consideration. The City Manager is authorized to either approve, deny, or forward the request to the City Commission for consideration. If the request to encumber the public right-of-way is denied by the City Manager, any appeal of the decision must be made by the applicant within five (5) days from the receipt of notice of the license request denial by filing a written notice of appeal with the City Secretary. The City Commission shall hear the applicant's request and shall determine whether or not to uphold the denial, to grant the license, or to modify the request.

*Section 19*  
*Annexations*





## **Section 19**

### **ANNEXATIONS**

The Amarillo City Commission has delegated the authority for conducting annexation studies to the Amarillo Planning and Zoning Commission. All studies concerning municipal annexation and extraterritorial jurisdiction are conducted in accordance with Chapter 41, Municipal Boundaries; Chapter 42, Extraterritorial Jurisdiction of Municipalities; and Chapter 43, Municipal Annexation, of the Texas Local Government Code. The topics included in these chapters are discussed in the “Annexation” section of this Development Policy Manual because municipal boundaries, extraterritorial jurisdiction (ETJ) and annexations are interrelated. More regulations regarding ETJ and municipal annexations have been passed by the Texas State Legislature over the past few legislative sessions. Some of the major provisions detailed in the State law are described herein, however, the Texas Local Government Code should be consulted for full details.

In addition, all Texas cities must also recognize Federal law, specifically the National Voting Rights Act of 1965, as amended. This law mandates among other things that no annexation completed by the City of Amarillo is valid unless submitted to the U.S. Department of Justice, which has a specified time in which to object to the annexation, or unless validated by a declaratory judgment from the U.S. District Court of the District of Columbia. Also, the City is required to submit completed annexations to the Texas Department of Community Affairs and the State Comptroller. If no action has been taken to annul or review the adoption of an annexation ordinance within two years after the ordinance was adopted, State law presumes the ordinance was adopted with the consent of all appropriate persons.

#### **Amarillo’s Annexation Philosophy**

It is Amarillo’s philosophy not to annex land and people solely for the purpose of increasing our taxable base or to attain more geographic area. Amarillo’s motive is to serve the natural growth of our City. If an individual owner or a developer wants City services (water, sewer, police and fire protection, etc.), they submit a written request to be annexed. The City prepares a service plan, provides proper notification, and considers whether annexation is for the long term good of the community. The State law regarding annexations has not significantly changed for annexations that are initiated by a majority of the property owners in an area proposed for annexation, or for an area with fewer than 100 residential tracts. The City of Amarillo will not initiate an annexation of 100 or more residential tracts in the foreseeable future. The City has therefore adopted a municipal annexation plan stating that Amarillo will not initiate the annexation of property required to be included in a municipal annexation plan without having amended the municipal annexation plan to include such property.

## **Annexation and ETJ Provisions**

Since the City of Amarillo's population exceeds 100,000 population, Amarillo is granted a ring of unincorporated area known as extraterritorial jurisdiction (ETJ) of five miles beyond each point of the City's corporate limits. It should be noted that Amarillo does not levy city taxes within its ETJ. The purpose of designating ETJ is to promote and protect the general health, safety, and welfare of residents in and adjacent to municipalities. A city may only annex land which lies within its ETJ, unless the city owns the area to be annexed. Annexation may not exceed 10% of the total corporate area of the city in one year, however, if the city does not annex its total authorized percentage in any one year, it may carry forward that amount for use in a later year. In no case shall the City be allowed to annex more than 30% of its total area in any given year.

Cities are required to prepare a map showing the boundaries of the city limits and its ETJ, keep the map updated as land is annexed, and notify the county of the annexation. When the city limits expands due to annexation, the ETJ also expands in conjunction with the annexation. An exception is if a city annexes city-owned land that is not contiguous to the city limits, the annexation of the area does not expand the ETJ. In the ETJ, no new cities or municipal corporations may be created without the written consent by ordinance or resolution of the existing city. However, a majority of the qualified voters and owners of at least 50% of the land in the proposed municipality may petition the city for annexation and if denied (or if no action is taken by the City within 6 months), they may incorporate.

If the extraterritorial jurisdiction of one city overlaps that of another, cities may apportion the conflicting extraterritorial jurisdiction by written agreement. If the cities cannot agree, then either city may file in District Court for judicial apportionment of the ETJ according to criteria set forth in State law.

The minimum width of any area being annexed must be 1,000 feet unless the area to be annexed is contiguous with the city limits on at least two sides. The 1,000-foot width requirement does not apply to areas where the annexation request is initiated by written petition of the owner(s) or of a majority of qualified voters in the area to be annexed or where the boundaries of the city are contiguous to the area being annexed on at least two sides. A city may not annex areas that are adjacent to previously annexed strips that are less than 1,000 feet wide only to fulfill the 1,000 foot width requirement.

Cities may, by ordinance provision, extend subdivision regulations into their ETJ. The City may join a county in prosecuting violations of these regulations, but cities may not punish offenders by fine.

## **Additional Annexation Provisions**

- The City may designate part of its ETJ as an industrial district (which includes tourist-related businesses and facilities) and contract with that district not to annex

the industrial district property. Such contract shall not exceed fifteen (15) years and may be renewed or extended for successive fifteen (15) year periods each. If an owner in an industrial district is offered the opportunity to renew or extend the contract, then all owners must be offered the same opportunity to renew or extend a contract.

- Since Amarillo's population is less than 225,000 inhabitants, the City of Amarillo cannot authorize annexations for limited purposes and no area of the City's ETJ may be extended except by full purpose annexations.
- No city may annex an area and leave an enclosed area not within the city unless the governing body of the City makes findings that surrounding the area not to be annexed is in the public interest.
- A city that proposes to annex any portion of a paved county road must also annex the entire width of the county road and the adjacent right-of-way.
- A boundary description prepared by a registered professional land surveyor must be submitted with the annexation report.
- A city must allow the continuation of a land use of annexed property or a use planned for the land if permits or complete permit applications were filed prior to 90 days before the annexation is effective. This provision does not apply to the regulation of sexually oriented businesses, colonias, nuisances, flood control, storage and use of hazardous substances, the sale and use of fireworks, or the discharge of firearms.
- A city must provide written notice of a proposed annexation to each public school district in the area proposed for annexation between 10 and 20 days prior to the first public hearing (which is also the time frame for publishing notice of that hearing). The notice to a public school district shall contain a description of the area proposed for annexation, any financial impact on the district resulting from the annexation, including changes in utility costs, and any proposal the city has developed to abate, reduce or limit financial impact on the district. A city that provides utility services to a school district facility may charge the district for utility services at the same rate that the district was paying before the annexation or a lower municipal rate. This rate becomes effective the first day of the school district's fiscal year that begins after the 90<sup>th</sup> day after the effective date of the annexation.
- As stated in Sec. 43.906 of the Texas Local Government Code, a city must apply for pre-clearance from the U.S. Dept. of Justice of any voting change resulting from the annexation or proposed annexation at least 90 days prior to the effective date of the annexation. A city may not prevent a qualified voter residing in the annexed area from voting in a regularly scheduled municipal election for any reason if the city has obtained pre-clearance of the voting change from the Dept. of Justice. While this regulation may be confusing, it has been interpreted to mean that for voting

purposes only, the annexation must be precleared before voters of the newly annexed area can vote in an election. To assure that the City of Amarillo complies with this regulation, it is the City's policy that no annexations that include any population will be completed ninety days prior to a City election. (City elections are typically held the second week of May in odd-numbered years).

- If an area is disannexed, the city must refund property taxes and fees to the landowners, less the amount of money that was spent for the direct benefit of the area during the period it was annexed. If the money is not refunded within 6 months after disannexation, the city must pay interest on the money to the landowners when it is refunded.

### **Annexations Requested by Land Owner(s)**

State law allows cities to annex certain vacant or sparsely occupied areas without public notification if the land owners submit a written request with a metes and bounds description to the city. The requested annexation area must be one-half mile or less in width; be contiguous to the City; and must be vacant and without residents or on which fewer than 3 qualified voters reside. Between the 6<sup>th</sup> and 30<sup>th</sup> day after the petition is filed, the governing body must hear the petition and grant or refuse the petition as they deem appropriate. If granted, the area is annexed by ordinance. It should be noted that a service plan as discussed on **page 19-5** is required for all annexations, even those requested by land owners. As a courtesy, Amarillo notifies public school districts of proposed annexations.

It should be emphasized that although State law does permit land owners to request annexation of vacant or sparsely occupied areas without notification, the timing requirements for this abbreviated method of annexation is difficult to achieve. Sending out requests for comments to public entities, utility companies, railroads, schools, etc. and receiving comments back in time to prepare an viable annexation study, service plan, staff report, and annexation ordinance within 3 weeks time (City Commission agenda items must be submitted to City Manager the Wednesday before the Tuesday meeting) is an overzealous time schedule. The Amarillo Charter requires that an annexation ordinance not be finally acted upon until 30 days after the ordinance is published in the daily newspaper. Meeting both the State law and City Charter requirements is a formidable task, but can be achieved if a strict schedule is adhered to. Since the limited time frame set forth in State law is difficult to meet, it is expected to be seldom used. Instead, the City can abide by the typical annexation schedule as set forth in State law which includes a timing schedule and annexation process that is assured to be in compliance with both the City Charter and State annexation law requirements.

### **Annexations Exempt from a Municipal Annexation Plan**

Amendments to State annexation laws that were passed during the 1999 Texas Legislative session, required that every Texas city adopt a municipal annexation plan by

December 31, 1999. The City adopted a municipal annexation plan stating that Amarillo will not initiate the annexation of property required to be included in a municipal annexation plan without having amended the municipal annexation plan to include such property. With this statement as our municipal annexation plan, Amarillo is not required to prepare an inventory of services unless the plan is amended to include such property.

The following procedures are required for annexations (1) with fewer than 100 residential tracts; (2) annexations that are initiated by a majority of the property owners; (3) annexations that involve an industrial district, strategic partnership, or colonia, (4) an annexation necessary to protect the proposed annexed area from imminent destruction of property or injury to persons; or (5) an annexation to protect the proposed annexed area from a condition or use that constitutes a public or private nuisance. It should be noted that there is a prohibition of a city splitting the annexation in order to circumvent the 100-tract limit. State law does not set a specific length of time between the annexation of two adjacent areas with 100 or more residential tracts, but if it is found through the court system to have circumvented the 100 residential tract rule, the annexation(s) would be void.

### **Public Hearing Requirements for Annexations Exempt from an Annexation Plan**

Before the City considers an annexation, two public hearings must be held to afford all interested persons an opportunity to be heard. The hearings must be conducted between 20 - 40 days before annexation proceedings begin. (*Note: Case law interprets the first reading of the annexation ordinance as being the institution of annexation proceedings*). In addition, between 10 - 20 days before the hearings, a notice of the hearings is to be published in a newspaper of general circulation in the City and on the City's Internet website which is to remain posted there until the date of the hearing(s).

One of the public hearings must be held within the area to be annexed if, within ten days after the notice is published, more than 10% of the adult residents who permanently live in the area proposed for annexation submit a written protest to the annexation proceedings. Each written protest must contain the name, address, and age of each protestor signing and should be submitted to the City Secretary. The Amarillo City Commission has designated the Planning Department as the agent that will hold the public hearing within the area to be annexed. For simplicity and to assure compliance with State law, the Planning Department will hold an on-site hearing if any residents live in the area proposed for annexation. If no residents exist in the area proposed for annexation, the public hearing will be held in the Planning Department at Amarillo City Hall.

In addition, special notification must be sent by certified mail to each railroad company with right-of-way in the area proposed for annexation. It should be noted that differences exist in public hearing requirements between annexations that require a municipal annexation plan and annexations that are exempt from an annexation plan. These differences are discussed on **page 19-7**.

A service plan as described below must be prepared before the notice for the first public hearing (prior to annexation proceedings) is published. Special notification requirements are set forth for annexations with fewer than 100 residential tracts: (1) thirty days prior to the first public hearing, the City must give written notice of its intent to annex to each property owner in the area proposed for annexation; (2) written notice must also be sent to each public entity (special notification requirements are required for a public school district as discussed on **page 19-3**) and utility service provider that provides services in the area proposed for annexation, and (3) written notice must be sent to each railroad company that has right-of-way in the area proposed for annexation. At this stage in the process, the written notice to the railroads is NOT required to be sent via certified mail. Since notification via certified mail to the railroads is required later in the process, it is easier to always send the written notice via certified mail even though sometimes it is not a requirement. In order to comply with the requirements of Section 43, Municipal Annexation, of the Texas Local Government Code, and the Amarillo Code of Ordinances, an annexation that is exempt from the annexation plan requirements takes about three months to complete. In fact, the annexation must be completed within 90 days after the City Commission begins annexation proceedings or the annexation is void.

### **Service Plan (Required for all Annexations)**

The City must prepare a service plan that provides for the extension of full municipal services to the area to be annexed. These services must be provided or be substantially completed within two and one half (2 ½) years, unless certain services cannot reasonably be provided within that period and the city proposes a schedule for providing those services no later than four and one-half (4 ½) years after the property is annexed. The service plan must include a program under which the municipality will provide all services that are provided by the municipality within the corporate limits such as police and fire protection, solid waste collection, maintenance of water and waste water facilities, and maintenance of roads and streets, including lighting, parks/playgrounds, or other publicly owned facility, building or service on the effective date of annexation. Services to the annexed area must be comparable to those provided within the city limits prior to the annexation. Further, services cannot be less than the level that existed prior to annexation, so if a higher level existed, it must be maintained.

The proposed service plan must be made available for public inspection and explained to the inhabitants of the area proposed for annexation. Although the service plan can be amended through negotiation at the hearing, provisions of any service may not be deleted. The service plan must be attached to the ordinance annexing the area and approved as part of the ordinance.

The service plan is valid for ten (10) years and is a contractual obligation on the part of the city. If the city annexes territory and does not provide services, in accordance with the service plan, a person residing in the annexed area in question may enforce the service plan by applying for a writ of mandamus. The writ must be applied for within two

years from the time it was known that the municipality was not complying with the service plan. If a court issues a writ, the city may either be required to comply with the service plan or may disannex the area. The court may also require the city to refund taxes, assess a civil penalty against the city, and require the city to pay court costs and attorney's fees. The city may not stop solid waste collection until two years after annexation. It should be noted that the city is not required to provide solid waste collection services to a person who continues to use a private solid waste management service.

State law does not require that a uniform level of full municipal services be provided to each area of the City if different characteristics of topography, land use, and population density constitute a sufficient basis for providing different levels of service. This does not preclude the requirement, however, that the service plan must provide a level of services in the annexed area that is equal or superior to the level of services provided within the City limits before annexation.

### **Annexation Plan Requirements**

Since the City of Amarillo does not anticipate initiating an annexation of 100 or more residential tracts, the City has adopted a municipal annexation plan stating that Amarillo will not initiate the annexation of property required to be included in a municipal annexation plan without having amended the municipal annexation plan to include such property. It is, in effect, a "non-plan" plan. However, for reference purposes, information regarding detailed municipal annexation plan requirements according to State law are included in this discussion.

Except for the annexations that are exempted (annexations with fewer than 100 residential tracts, annexations that are initiated by a majority of the property owners, or annexations that involve an industrial district, strategic partnership, etc.), cities are required to have a three year annexation plan. Cities may not initiate annexation of property until the property has been included in the annexation plan for three years. Cities preparing an annexation plan should be careful not to include any areas that are exempted from being in an annexation plan because those areas would then have to meet the detailed time requirements set forth in State law for annexation plans.

When an annexation plan is adopted or amended, property owners and public entities that provide services to the affected area and each railroad company with right-of-way in the area proposed for annexation must be given written notice by the city within 90 days after the annexation plan is adopted or amended. Notice must also be posted on the city's Internet web page. State law outlines detailed time requirements for amendments to an annexation plan. In addition, if property is included in the annexation plan, it must be annexed within 31 days after the third anniversary, or the city may not annex the area for another five years. Due to time constraints set forth in State annexation law regarding deleting and reincluding land in an annexation plan, if a City thinks it may not be able to meet the 31 day limit, it would be wise to formally delete the area from the annexation plan before the end of the 3 years, rather than let the 31 day

time limit lapse. The time for re-including an area is shorter than the 5 year wait required if the 31 day annexation time window is missed.

For the annexation plan, a city must compile a comprehensive list of all public and private services currently provided in the area to be annexed, including an engineer's report describing the physical condition of all infrastructure elements in the area and a summary of the capital, operational and maintenance costs for that infrastructure. Equipment and response times for public safety providers must also be inventoried, including costs. Upon request by the municipality, the public or private entity is to provide the information within 90 days of the request. The City has 60 days after it receives the information from the service providers to complete the inventory and make it available for public inspection. Within ten months after the inventory is prepared for the annexation plan, the city must complete a service plan as described under the topic "SERVICE PLAN" on **page 19-5**.

The three year wait after an annexation plan is adopted does not apply to land that is (1) voluntary by petition of a majority (more than 50 percent) of the real property owners in the area proposed for annexation, (2) land that contains fewer than 100 residential tracts, or (3) several other specific cases (industrial district, strategic partnership, to protect the city from imminent destruction of property or injury to persons, or from a public or private nuisance, etc.)

### ***Public Hearings Requirements for Annexations Requiring an Annexation Plan***

Before a city initiates annexation proceedings in which a municipal annexation plan is required, two public hearings must be held to afford all interested persons an opportunity to be heard no later than the 90<sup>th</sup> day after the annexation plan inventory is available for inspection. Between 10-20 days before the hearings, a notice of the hearings is to be published in a newspaper of general circulation in the City and on the City's Internet website which is to remain posted there until the date of the hearing(s).

For clarification purposes, there are three differences between public notification requirements for annexations that require an annexation plan and those that are exempt from an annexation plan:

1. Time requirements: For annexations requiring an annexation plan, the two hearings can be no later than the 90<sup>th</sup> day after the annexation plan inventory is available for public inspection, while annexations exempt from an annexation plan must conduct the hearings between 20-40 days before annexation proceedings begin.
2. Number of adults protesting: For annexations requiring an annexation plan, at least one of the hearings must be held in the area proposed for annexation if a suitable site is reasonably available and if more than 20 adults who are permanent residents of the area file a written protest of the annexation with the City Secretary within 10 days after the date the public notice is published in the newspaper. For annexations exempt from an annexation plan, 10% of the adults who are permanent



residents of the area must file a written protest to require one of the hearings to be held in the area proposed for annexation.

3. Special notification by certified mail: For annexation requiring an annexation plan, additional notice by certified mail must be sent to each railroad company with right-of-way in the area proposed for annexation AND to each public entity and utility service provider that provides services in the area proposed for annexation. For annexations exempt from an annexation plan, additional notice by certified mail must be sent only to each railroad company with right-of-way in the area proposed for annexation.

Other public notification procedures for annexations requiring a municipal annexation plan are essentially the same as the requirements for annexations that do not require a municipal annexation plan as discussed on **page 19-4**.

After the hearings that are held prior to annexation proceedings, a city can negotiate with the landowners and any special districts for the provision of services after annexation or the provision of services in lieu of annexation, although the city is normally not in a good bargaining position with regard to the negotiations. Also, a city may negotiate and enter into a contract with the representatives for the provisions of services, limitation of land uses, and compliance with ordinances in lieu of annexation. For the purposes of negotiations, the commissioners court of the county in which the area proposed for annexation is located will appoint representatives for the landowners.

If the negotiations regarding annexation are not successful, then either party can request arbitration (at the City's cost, unless the arbitrator decides otherwise). The arbitrator must follow specific guidelines in conducting arbitration hearings. The arbitrator's decision can be appealed to district court, but if a city disagrees with the terms of the arbitrator's decision, it cannot annex the area for five years. Arbitration can also be used to enforce the service plan, but the burden of proof of compliance with service plan requirements fall on the municipality. If the arbitrator finds the municipality has not complied with the service plan, there are several options for settlement, such as disannexation, require the city to comply with the service plan, or require the city to refund money collected for the landowners for the services that were not provided.

### **Annexation Schedules**

A schedule for annexations that do not require an annexation plan and which meets all requirements of City ordinances, State and Federal laws for annexations is detailed beginning on **page 19-9**. There are specific timing schedules that must be adhered to regarding notices before public hearings, public hearings before annexation proceedings, institution of annexation proceedings and provision of services after the effective date of annexation. An annexation schedule for vacant or sparsely occupied areas that are requested by land owners is detailed on **page 19-13**, although this schedule is expected to seldom be used due to the abbreviated time frames that make it difficult to complete all annexation requirements within 29 days.

**Typical Annexation Schedule**  
**(Involuntary Annexation Not Requiring a Municipal Annexation Plan)**

<b>PROCEDURES AND NOTICES BEFORE PUBLIC HEARINGS</b> <b>(To Prepare Service Plan, Annexation Analysis, &amp; Recommendations)</b>	
<b>Time Requirements</b>	<b>Actions/Procedures</b>
Annexation request is received or initiated	Written request or initiation of consideration for annexation, including metes and bounds description, is received by the Planning Department. <i>Note: Normally about 3 weeks are required between the receipt of a request for annexation and the presentation of an annexation study to the Planning &amp; Zoning Commission for review and consideration.</i>
<b>Before</b> the 30 <sup>th</sup> day (31 days or more) before the date of the 1 <sup>st</sup> public hearing. §43.062(b)	Notice of annexation and request for comments are distributed to City departments, public or private entities that provide services in the area, including utility service companies. Notice by certified mail is sent to railroad, if it has right-of-way in the area proposed for annexation. <i>(Note: Certified mail to the railroad is not required at this stage in the process, but notice is sent certified anyway)</i> §43.063(c). If the area to be annexed is exempt from an annexation plan because it contains less than 100 tracts on which one or more residential dwellings are located, property owners in the area to be annexed must be also be notified. §43.062(b)
At least two weeks prior to Planning & Zoning Commission meeting in order for Planning Dept. to prepare service plan.	Comments are received back from public entities, City departments, public and private entities, utility service companies and railroads for Planning Dept. to include in service plan.
Completed one week prior to Planning & Zoning Commission meeting to be included in staff report.	Service plan, annexation study/analysis, and recommendations are prepared by the Planning Dept. for consideration by Planning & Zoning Commission.
<b>Beginning schedule (Monday before Week 1)</b>	Planning & Zoning Commission considers annexation analysis, service plan and recommendations to be forwarded to the City Commission. <i>(City policy)</i>
<b>Week 1 (Tuesday)</b>	City Commission considers annexation analysis, service plan and Planning & Zoning Commission's recommendation; calls 1 <sup>st</sup> and 2 <sup>nd</sup> public hearings by resolution; and authorizes Planning Department to hold 1 <sup>st</sup> public hearing and the City Commission to hold 2 <sup>nd</sup> public hearing. <i>(City policy)</i>
<b>Week 1 (Friday)</b> Between the 20 <sup>th</sup> and 11 <sup>th</sup> day, inclusive, prior to public hearing §43.063(c)	Publish one notice for 1 <sup>st</sup> and 2 <sup>nd</sup> public hearing in newspaper of general circulation and post notice of hearings on City of Amarillo's Internet website to remain posted until date of hearings. §43.063(c)
	Notice by certified mail is sent to railroad, if it has right-of-way in the area proposed for annexation. §43.063(c).

**PUBLIC HEARINGS BEFORE ANNEXATION PROCEEDINGS**

<b><i>Time Requirements</i></b>	<b><i>Actions / Procedures</i></b>
<p><b>Week 1 (Friday)</b> (cont'd)  <u>Between</u> the 20<sup>th</sup> and 11<sup>th</sup> day, inclusive, prior to public hearing §43.063(c)</p>	<p>Planning Dept. prepares and sends notice to public school district containing the description of the area proposed for annexation, changes in utility costs, any proposal the City has developed to abate, reduce, or limit financial impact on the district. §43.905</p>
<p><b>Week 3 (Monday)</b>            Within 10 days <u>after</u> publication of notice §43.063(b)</p>	<p>If written protest by more than 10% of the adult residents of the area proposed for annexation is submitted to the City Secretary within 10 days after notice is published, the 1<sup>st</sup> public hearing must be held in the area proposed for annexation. §43.063(b) <i>Note: If population exists in the area proposed for annexation, the 1<sup>st</sup> public hearing is held in the area proposed for annexation. If no population exists, the 1<sup>st</sup> hearing is held in the Planning Dept. at City Hall. (City policy)</i></p>
<p><u>Between</u> 40<sup>th</sup> &amp; 21<sup>st</sup> day, inclusive, <u>before</u> the institution of annexation proceedings. §43.063(a)</p>	<p>Two public hearings are required to be conducted during this time frame. §43.063(a) <i>(Note: Institution of annexation proceedings means the date the annexation ordinance is introduced and passed on first reading, even if two readings are required for adoption. This is defined as per case law).</i></p>
<p><b>Week 4 (Monday)</b></p>	<p>1<sup>st</sup> public hearing within area to be annexed (if a suitable site is reasonably available) is held by the Planning Department. §43.063(b). If no population exists in the area proposed for annexation, the public hearing is held in the Planning Department at City Hall. <i>(City policy)</i></p>
<p><b><u>Week 4 (Tuesday)</u></b></p>	<p>2<sup>nd</sup> public hearing is held by the City Commission §43.063(a). Resolution is passed closing 1<sup>st</sup> public hearing held by the Planning Department and the 2<sup>nd</sup> public hearing held by the City Commission. <i>(City policy)</i></p>

<b>INSTITUTION OF ANNEXATION PROCEEDINGS</b>		
<i><b>Time Requirements</b></i>	<i><b>Actions/Procedures</b></i>	
<p><b>Week 7 (Tuesday)</b>            Institution of annexation proceedings must be no more than 40 days <u>after</u> the 1<sup>st</sup> public hearing (by Planning Department) nor less than 20 days <u>after</u> the 2<sup>nd</sup> public hearing (by City Commission) prior to institution of annexation proceedings. §43.063(a).</p>	<p>1<sup>st</sup> reading of the Annexation Ordinance and associated Service Plan by the City Commission (<i>Case law interprets the first reading as being the institution of annexation proceedings</i>)</p>	
<p><b>Week 7 (Friday)</b></p>	<p>Publish Annexation Ordinance in newspaper of general circulation (<i>Article I, Section 4, Charter of Amarillo</i>)</p>	(Article I,
<p><b>Week 12 (Tuesday)</b>            City Charter requires Amarillo to wait at least 30 days after publication to take final action. State law requires annexation to be completed within 90 days after the date the City Commission institutes the annexation proceedings. §43.063(a).</p>	<p>2<sup>nd</sup> and Final reading of Annexation Ordinance and associated Service Plan by the City Commission</p>	
<p><b>Week 12 (Wednesday)</b></p>	<p>Pre-clearance submission under the National Voting Rights Act of 1965, as amended, to the U.S. Attorney General who has up to 60 calendar days to determine whether a proposed change affecting the Voting Rights Act in the City has a racially and discriminatory purpose or effect and to notify the city government accordingly. If the Attorney General decides not to interpose an objection to the proposed change, the City is notified to that effect within the 60 days allotted. If the Attorney General decides to interpose an objection, the City must be notified within 60 days and reasons for the decision shall be stated. (Section 5 of Voting Rights Act – Part 51 of Title 28 of the Federal Code of Regulations).            According to Sec. 43.906 of Texas Local Government Code, a city must apply for pre-clearance from the U.S. Dept. of Justice of any voting change which includes annexations. A city may not prevent a qualified voter residing in the annexed area from voting in an regularly scheduled municipal election for any reason if the city has obtained pre-clearance of the voting change from the Dept. of Justice. <i>Note: This regulation has been interpreted to mean that for voting purposes only, the annexation must be pre-cleared before voters of the newly annexed area can vote in an election. To assure compliance, it is Amarillo's policy that no annexation with any population will be completed 90 days prior to a City election, which is typically held the 2<sup>nd</sup> week of may in odd-numbered years).</i></p>	

<b>Week 21 (Friday)</b>	Last day for U.S. Attorney General to object to annexation.
<u>On</u> effective date of annexation ordinance	If the City provides the following services inside the City limits before an annexation, it must also provide these services in the annexed area. For the City of Amarillo, the services include police & fire protection, solid waste collection, operation & maintenance of water & wastewater facilities, roads, streets, street lighting, parks, playgrounds, and any other publicly owned facility, building or service. Since the City of Amarillo does not provide emergency medical service, the City is not responsible for providing that service to the newly annexed area. §43.063(a).
	A qualified voter may not be prevented from voting in a regularly scheduled municipal election for any reason if the City has obtained pre-clearance of the voting change from the U.S. Dept. of Justice. §43.063(b).

<b>AFTER ANNEXATION IS COMPLETED (con'd)</b>	
<b><i>Time Requirements</i></b>	<b><i>Actions/Procedures</i></b>
90 days <u>after</u> effective date of annexation ordinance §43.905 (e) & (f)	The 1 <sup>st</sup> day of the school district's fiscal year that begins after the 90 <sup>th</sup> day after the effective date of the annexation ordinance, the City may change the utility service rates for school district facility in the newly annexed area. Until that time, the City must charge the same or lower rate the school district facility was paying for utility service before the annexation. §43.905(e)&(f)
No later than 2 years <u>after</u> effective date of annexation ordinance (2 <sup>nd</sup> anniversary) §43.056 (n)	The City is NOT required to provide solid waste collection to a person in the annexed area who continues to use private solid waste collection services. Also, the City cannot prohibit solid waste collection in the annexed area, nor can it impose a fee for solid waste collection services on a person who continues to use private solid waste collection services. §43.056 (n) & (o)
No later than 2 ½ years <u>after</u> effective date of annexation ordinance §43.056 (b) & (c)	The City must provide full municipal services (including water and wastewater services) in the annexed area unless certain services cannot reasonably be provided within that period. The City must then propose a schedule for providing the services no later than 4 ½ years after the effective date of the annexation ordinance. §43.056 (b) & (c)

**Typical Annexation Schedule**  
**(For Vacant / Sparsely Occupied Areas Requested by Land Owners)**

<b>Time Requirements</b>	<b>Actions / Procedures</b>
<b>Day 1</b> Annexation request is received. Maximum of 30 days <u>before</u> institution of annexation proceedings by City Commission. §43.028(d)	Written request with metes and bounds description is submitted by the land owners to the Planning Dept. (proposed annexed area must be ½ mile or less in width; be contiguous to the City; and be vacant without residents or on which fewer than 3 qualified voters reside). §43.028(a) (b) & (c)
<b>Day 2</b>	Request for comments is distributed to City departments, public entities, utility service companies. ( <i>City policy</i> )
<b>Day 8-15</b> (Monday before P&Z meeting date - Day count must be adjusted to fit P&Z meeting schedule)	Comments are received back from public entities, City departments, utility service companies & railroads for Planning Dept. to use in preparing staff summary and recommendation to P&Z and for service plan.
<b>Day 16 (Tuesday)</b>	Planning Dept. prepares staff summary and recommendation to P&Z regarding requested annexation
<b>Day 19 (Friday by 3 PM)</b>	Deadline for posting P&Z agenda which includes annexation item. (Note: The Service Plan does not need to be prepared until after the City Commission approves petition)
<b>Day 22 (Monday)</b>	P&Z makes recommendation to approve/deny petition
<b>Day 24 (Wednesday)</b>	Transmit P&Z recommendation to City Manager to be placed on City Commission agenda
<b>Day 29 (Monday)</b>	Deadline for Legal Dept. to prepare annexation ordinance.
	Planning prepares website notice and the newspaper notice including annexation ordinance - hold pending City Commission action on petition
<b>Day 30 (Tuesday)</b> Between the 6 <sup>th</sup> day and 30 <sup>th</sup> day, inclusive, governing body must hear request. §43.028(d)	Deadline for City Commission to approve/deny petition. If denied, the annexation process stops here. If approved, the annexation process continues.

<b>Time Requirements</b>	<b>Actions / Procedures</b>
<b>Day 31 (Wednesday)</b>	<p>Send Annexation Ordinance to newspaper of general circulation to be published in Friday's edition.</p> <p>Post notice of hearings on City of Amarillo's Internet website to remain posted until annexation is completed §43.063(c)</p> <p>As a courtesy, Planning Dept. sends notice to public school district containing the description of the area proposed for annexation, changes in utility costs, any proposal the City has developed to abate, reduce, or limit financial impact on the district. (<i>City policy</i>)</p> <p>Planning Dept. prepares service plan to be ready for 1<sup>st</sup> reading of the annexation ordinance.</p>
<b>Day 33 (Friday)</b>	Publish Annexation Ordinance in newspaper of general circulation (Article I, Section 4, Charter of Amarillo)
<b>Day 58 (Tuesday)</b>	1 <sup>st</sup> reading of Annexation Ordinance and associated Service Plan by the City Commission
<b>Day 65 (Tuesday)</b> City Charter requires Amarillo to wait at least 30 days after publication to take final action. (Article I, Sec. 4, Charter of Amarillo)	2nd and final reading of Annexation Ordinance and associated Service Plan by the City Commission

<b>AFTER ANNEXATION IS COMPLETED</b>	
<i><b>Time Requirements</b></i>	<i><b>Actions / Procedures</b></i>
<p><b>Day 66 (Wednesday)</b> - it is assumed the submission is received by Attorney General on Day 67 (Friday)</p>	<p>Pre-clearance submission under the National Voting Rights Act of 1965, as amended, to the U.S. Attorney General who has up to 60 calendar days to determine whether a proposed change affecting the Voting Rights Act in the City has a racially and discriminatory purpose or effect and to notify the city government accordingly. If the Attorney General decides not to interpose an objection to the proposed change, the City is notified to that effect within the 60 days allotted. If the Attorney General decides to interpose an objection, the City must be notified within 60 days and reasons for the decision shall be stated. (Section 5 of Voting Rights Act - Part 51 of Title 28 of the Federal Code of Regulations).</p> <p>According to Sec. 43.906 of Texas Local Government Code, a city must apply for pre-clearance from the U.S. Dept. of Justice of any voting change which includes annexations. A city may not prevent a qualified voter residing in the annexed area from voting in a regularly scheduled municipal election for any reason if the city has obtained pre-clearance of the voting change from the Dept. of Justice. <i>Note: This regulation has been interpreted to mean that for voting purposes only, the annexation must be precleared before voters of the newly annexed area can vote in an election. To assure compliance, it is Amarillo's policy that no annexations with any population will be completed 90 days prior to a City election, which is typically held the 2nd week of May in odd-numbered years.</i> §43.906</p> <p>Also, annexation certification data is submitted to the Texas Office of the Secretary of State (no state or federal statute requires this, but the U.S. Census Bureau requests the Texas Secretary of State to verify that annexations are done legally). Annexations are also submitted to the Texas State Comptroller (for local sales tax purposes) and State Insurance Commission (for fire insurance rating).</p>
<p><b>Day 157 (Friday)</b></p>	<p>Last day (90 days after pre-clearance submission) for U. S. Attorney General to object to annexation.</p>
<p><u>On</u> effective date of annexation ordinance. §43.028 (e)</p>	<p>The area becomes a part of the City of Amarillo and the inhabitants of the area are entitled to the rights and privileges of other citizens of the City and are bound by the acts &amp; ordinances adopted by the City. §43.028 (e)</p>



## **ANNEXATION OF WATER-RELATED SPECIAL DISTRICT**

State law defines a special district to mean “a political subdivision one purpose of which is to supply fresh water for domestic or commercial use or to furnish sanitary sewer services or drainage”. If a city annexes a special district and the annexation precludes or impairs the ability of the district to issue bonds, prior to the effective date of the annexation the city must pay in cash to the landowner/developer of the district the amount of all actual costs and expenses incurred. The costs and expenses incurred are limited to those that the district has, in writing, agreed to pay and would be eligible for reimbursement from bond proceeds under the TNRCC’s rules and requirements as they exist on the date of annexation.

At the time notice of the City’s intent to annex land within the district is first published, the City must initiate and complete a report for each developer conducted in accordance with the approved format set forth by the TNRCC for audits. If the report cannot be completed prior to the effective date of the annexation because of the developer’s failure to provide information to the city, which cannot be obtained from other sources, the city shall obtain from the district the estimated costs of each project previously undertaken by a developer. The amount of such costs shall be escrowed by the city for the benefit of the people entitled to receive payment in an insured interest-bearing account. To compensate the developer for the city’s use of the infrastructure facilities pending determination of reimbursement or federal preclearance, all interest accrued on the escrowed funds shall be paid to the developer whether or not the annexation is valid. Upon placement of the funds in the escrow account, the annexation may become effective. If a city fails to timely pay the landowner or developer the sum owed, monetary penalties are invoked as detailed in Section 43.0715 (d) of the Texas Local Government Code. There are also detailed state regulations related to abolishing the functions of water-related special districts that are annexed by a city.

## **DISANNEXATION**

Following the guidelines set forth by State law, a majority of the qualified voters of an annexed area may petition the City Commission to disannex the area if the City of Amarillo fails to provide services within the period specified by State law or by the service plan prepared for that area. If the City refuses to disannex the area within 60 days after the date of the receipt of the petition, the petitioners may go to district court in the county where the area is principally located and request the area to be disannexed. If the area is disannexed because the City failed to provide services, it may not be annexed again within 10 years after the date of disannexation. If a city disannexes a road or highway, it shall also disannex a strip of area that is equal in size to the minimum area that the city is required to annex in order to comply with the width requirements unless the disannexation is undertaken with the mutual agreement between the county and city. The strip of area must be adjacent to either side of and follow the course of the road or highway. A home rule municipality may disannex an area according to rules set forth in the charter of that municipality, even if it is not consistent with the procedures discussed above. Amarillo is a home-rule city; however,

the Charter of the City of Amarillo does not specify disannexation procedures. Therefore, if this situation ever arose, Amarillo would follow the procedures set forth in State law.

*Fees*



## FEES

This section of the Development Policy Manual provides the charges and fees for various development-related publications, applications, etc. for the City of Amarillo. The fees and charges for services are subject to changing fee structures for several items listed herein. The fees (excluding sales tax) outlines below are current as of **May 2007**.

<b>ORDINANCES, MANUALS, AND PUBLICATIONS</b>	<b>Attained from:</b>	<b>Fee for printed copy</b>	<b>Also available from:</b>
Amarillo Comprehensive Plan	Planning Department	Free	
Amarillo Code of Ordinances	City of Amarillo website		<a href="http://www.ci.amarillo.tx.us">www.ci.amarillo.tx.us</a>
Amarillo Development Policy Manual	Planning Department or City of Amarillo website	\$20	<a href="http://www.ci.amarillo.tx.us">www.ci.amarillo.tx.us</a>
Platting & Subdivision Improvement & Maintenance Ordinance	Planning Department or City of Amarillo website	\$5	<a href="http://www.ci.amarillo.tx.us">www.ci.amarillo.tx.us</a>
Amarillo Zoning Ordinance	Planning Department or City of Amarillo website	\$10	<a href="http://www.ci.amarillo.tx.us">www.ci.amarillo.tx.us</a>
Storm Water Management Criteria Manual	Engineering Department	\$50	
City of Amarillo Standard Specifications	Engineering Department	\$10	
Topographic Maps and Design Details Compact Disk	Engineering Department	\$25	
AASHTO Policy on Geometric Design	AASHTO Request publication ISBN 1-56051-001-3	Contact AASHTO	444 N. Capitol NW, Ste 225 Washington, D.C. 20001 (202) 624-5800
TCEQ Guidelines, Criteria, & Regulations	TCEQ (formerly TNRCC)	Contact TCEQ	TCEQ in Austin, TX (512) 239-4558

<b>Filing Fees</b>	<b>Submit to:</b>	<b>Fee</b>	<b>Comments</b>
Conceptual Development Plan	Planning Department	\$125	For P&Z Commission Review
Final plat / Replat	Planning Department	\$350 (plus \$10 per acre over 1)	For P&Z Commission Review or signed by Community Services Director (short form replat)
Rezoning request (straight)	Planning Department	\$300 (plus \$10 per acre over 1)	For P&Z and City Commission review
Rezoning Request (Planned Development)	Planning Department	\$400 (plus \$10 per acre over 1)	For P&Z and City Commission review
Rezoning Request (Specific Use Permit)	Planning Department	\$325 (plus \$10 per acre over 1)	For P&Z and City Commission review
Vacation of Alley or Easement	Planning Department	\$350	For P&Z and City Commission review
Vacation of Street Right-of-Way	Planning Department	\$350	For P&Z and City Commission review
License and Hold Harmless Agreements	Planning Department	\$250	For P&Z and City Commission review
Historic Designation	Planning Department	\$325	For P&Z and City Commission review
Landmark Designation	Planning Department	\$375	For P&Z and City Commission review
Certificate of Appropriateness	Planning Department	\$200	For P&Z and City Commission review

<b>MISCELLANEOUS FEES</b>	<b>Responsible Dept</b>	<b>Fee</b>	<b>Comments</b>
Flood hazard ordinance pro-rata fee	Planning Department	Fee per acre varies with watershed	Contact Planning Department for fee/acre for each playa watershed
Settlement fee for vacation of right-of-way or easement	Planning Department	Fair Market Value	For ROW vacations where an easement is retained, fee is 60% of fair market value
Appraisal fee (for license & hold harmless agreements)	Planning Department	\$50	Fee is required, unless applicant submits appraisal of property by Texas licensed real estate appraiser
License & Hold Harmless Annual Fee	Planning Department	Annual fee based on fair market value or minimum of \$250	Annual fees are 7% of fair market value for surface or air space encroachment; 2% of fair market value for subsurface encroachment
Readvertising fee	Planning Department	\$50	Cost of readvertising in newspaper notice when item is delayed by developer
Curb breakout fee for driveway	Traffic Engineering Department	\$25	





# *Glossary of Terms*



## **GLOSSARY OF TERMS**

**AASHTO** - American Association of State Highway and Transportation Officials

**AIRPORT HEIGHT HAZARD AND ZONING REGULATIONS** - Chapter 4-9 of the Amarillo Code of Ordinances which establishes the minimum requirements to control the height and use of structures that may develop in the vicinity of the Amarillo International Airport.

**AIRPORT OVERLAY ZONING DISTRICTS** - Airport land use zoning that controls the uses of land near the Amarillo International Airport to protect the owners, occupants, or users of the land from levels of noise or vibrations created by the operation of the airport that may endanger the occupant's health, safety, or welfare, and to protect airport users from airport hazards.

**AIRPORT ZONING BOARD** - The Amarillo City Commission serves as the Airport Zoning Board that makes decisions on matters involving height hazards and land uses around the Amarillo International Airport.

**AIRPORT ZONING COMMISSION** - The Amarillo Planning and Zoning Commission has been appointed by the City Commission to serve as the Airport Zoning Commission that makes recommendations to the Airport Zoning Board regarding matters involving height hazards and land uses around the Amarillo International Airport.

**ANNEXATION** - The incorporation of land area into the City with a resulting change in the City limits.

**ARTERIAL STREET** - A principal traffic artery, more or less continuous across the City, which connects remote parts of the City or areas adjacent thereto and acts as a principal connecting street with state and federal highways, and includes each street designated as a primary or secondary arterial street in the Amarillo Transportation Plan.

**AVIATION CLEAR ZONE EASEMENTS (ACZ)** - A legal document or covenant that establishes a maximum height restriction on property and holds the City of Amarillo, its successors and assigns, harmless from any claims due to noise, vibrations, fumes, dust, fuel particles, and all other effects that may have been caused by the operations of aircraft landing at, taking off from, or operating at Amarillo International Airport.

**BUFFER** - A transitional area or zoning district used to separate two incompatible zones or land uses of different intensity. Examples of a buffer area are low-density, multifamily zones between commercial and single-family zones.

**CADD** - Computer Aided Design/Drafting. MicroStation is the system currently used by the City of Amarillo.

**CENSUS TRACT** - A relatively small geographic subdivision of a county predominantly used to enumerate population and collect other statistics. Census tracts are created by the U.S. Bureau of the Census and are delineated to be homogeneous with respect to population characteristics, economic status and living conditions.

**CITY** - City of Amarillo, Texas

**CITY BASE MAP NUMBER** - A letter-number grid system used by the City of Amarillo to reference individual section maps, such as L-13, N-8, S-11, etc.

**CITY COMMISSION** - Elected governing body of the City of Amarillo which includes the Mayor and 4 commissioners elected at large.

**COLLECTOR STREET** - A street which carries traffic from local streets to arterial streets or highways, including the principal entrance streets of a residential development and streets for circulation in such a development.

**COMMON AREAS** - Land within or related to a development, not individually owned or dedicated for public use, that is designed and intended for the common use or enjoyment of the residents of the development and may include such complementary structures and improvements as are necessary and appropriate.

**COMPREHENSIVE PLAN** - A periodically updated document that unifies all elements and aspects of City planning. This plan reflects the best judgment of the staff, Planning and Zoning Commission and City Commission and is a policy guide for development decisions, particularly regarding zoning and subdivision regulations. This plan indicates the general locations recommended for various land uses, transportation routes, public buildings, streets, parks and other public and private developments and improvements, etc.

**CONCEPTUAL DEVELOPMENT PLAN (CDP)** - An overall conceptual plan showing the intentions of the developer to improve or subdivide land in accordance with this Chapter 4-6, Platting and Subdivision Improvements and Maintenance, of the Amarillo Code of Ordinances.

**CONTRACTOR** - An individual or company conducting the installation of the streets, storm sewers, water or sanitary sewer lines and appurtenances.

**CUL-DE-SAC** - A dead-end street providing a turn around area for vehicles.

**DEDICATION** - Refers to the legal dedication of property, right-of-way, or easements by a property owner to the City of Amarillo. Dedication of property may be accomplished by plat or by separate legal instrument.

**DEED RESTRICTIONS / RESTRICTIVE COVENANTS** - A private agreement (not recognized by the City of Amarillo) between the developer of the subdivision and the owners of property within the subdivision that certain development or building standards, in excess of those required by the City, will be maintained.

**DENSITY** - (1) Population per unit of land, commonly measured in people per acre;  
(2) Number of housing units or households per unit of land, commonly measured in units per acre.

**DEVELOPER** - Any person, entity, or corporation who improves land, to effect a subdivision of land, or submits a conceptual development plan for City consideration.

**DIRECTOR OF PUBLIC WORKS** - The office within the City of Amarillo containing the Director of Public Works. At the discretion of the Director of Public Works, authority may be delegated to another individual within the Public Works Division.

**DIRECTOR OF UTILITIES** - The office within the City of Amarillo containing the Director of Utilities. At the discretion of the Director of Utilities, authority may be delegated to another individual within the Utilities Division.

**DRAINAGE** - (1) Surface water runoff; (2) The removal of surface water or groundwater from land by drains, grading or other means, which include runoff controls to minimize erosion and sedimentation during and after construction or development.

**EASEMENT** - A right held by the City of Amarillo or its franchised utility companies to be sued for access, drainage or the placement of utilities such as water, sewer, telephone lines, electrical lines or gas lines.

**ENGINEER** - A person licensed to practice engineering under the provision of the Texas Engineering Practice Act.

**EOL** - End of line

**EXTRATERRITORIAL JURISDICTION** - The contiguous unincorporated area within five (5) miles of the corporate limits of the City of Amarillo.

**FAR PART 150 STUDY** - A comprehensive noise exposure and land use compatibility program to assess the noise environment, prepare forecasts of aviation operations, identify land uses within the airport environs and explore ways to mitigate land use compatibility conflicts. As a result of the Amarillo International Airport FAR Part 150 Study, the City of Amarillo was the first city in Texas to adopt a land use zoning ordinance to protect Amarillo International Airport pursuant to the Texas Airport Zoning Act.

**FEDERAL INSURANCE RATE MAP (FIRM)** - An official map of a community, on which the Federal Insurance Administration has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**FILING OF RECORD** - The official recording of a document in the files of the county clerk's office of the county in which the property lies.

**FINAL PLAT** - A map of a subdivision that is presented to the Amarillo Planning and Zoning Commission for final approval and that complies with the requirements of V.T.C.A. Local Government Code Chapter 212 (§ 212.001 et seq.) and with the regulations set forth in Chapter 4-6, Platting and Subdivision Improvements and Maintenance, of the Amarillo Code of Ordinances.

**FRONT YARD SETBACK** - An open, unoccupied space on a lot facing a street extending across the front of a lot between the side lot lines and from the main building to the front or street line with the minimum horizontal distance between the street line and the main building line as specified in zoning district in which it is located.

**HOUSING UNIT** - A building or portion of a building which is arranged, occupied or intended to be used as living quarters and includes facilities for food preparation and sleeping.

**IMPROVEMENTS** - Any permanent structure that becomes part of, placed upon, or is affixed to the land, such as buildings, streets and utility lines.

**LAND USE** - The purpose or activity for which land or buildings are designed, arranged, or intended or for which land or buildings are occupied or maintained.

**LEGAL DESCRIPTION** - Identification of a property's location either by lot/block/subdivision or by a metes and bounds description prepared by a professional land surveyor registered in the state of Texas.

**LICENSE AND HOLD HARMLESS AGREEMENT (L&HH)** - A written legal agreement between the City of Amarillo and owner of the private encumbrance located within public right-of-way or easements. The owner shall agree to indemnify and hold the City of Amarillo harmless from any and all damages to persons or property arising in any way through the private use of the public right-of-way/easement.

**LOCAL STREET** - A street which is intended primarily to serve traffic within a neighborhood or limited residential district an which is not necessarily continuous through several residential districts.

**LOT WIDTH** - The width of a lot at the front building line.

**LOT DEPTH** - The average distance between the front and rear lot lines.

**LOT AREA** - The area of the lot shall be the length times the width of the lot and shall not include portions of streets or alleys.

**NPDES** - National Pollutant Discharge Elimination System

**OPEN SPACE** - Any parcel or area of land essentially unimproved and set aside, dedicated, designated, or reserved for public or private use or enjoyment or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space.

**PANEL NUMBER** - The reference number of the official Flood Insurance Rate Map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

**PC** - Point of curvature

**PERIMETER BOUNDARY** - The outside boundary or border of a subdivision.

**PI** - Point of intersection

**PLANNING AND ZONING COMMISSION (P&Z)** - Appointed by the City Commission, the Planning and Zoning Commission has the responsibility to plan for the future and advise the City Commission on matters concerning orderly growth of the City. The P&Z is responsible for establishing the overall planning policy in the City and incorporating it into the Amarillo Comprehensive Plan. The P&Z is responsible for reviewing and advising the City Commission on amendments to the subdivision and zoning ordinances; rezoning requests; street, alley and easement vacations and dedications; annexation proposals, and miscellaneous studies.

**PLAT** - Refers to final plats meeting the requirements of the Platting and Subdivision Improvements and Maintenance Ordinance.

**PLATTING AND SUBDIVISION IMPROVEMENTS AND MAINTENANCE ORDINANCE -**  
Chapter 4-6 of the Amarillo Code of Ordinances

**PMT** - Photo Mechanical Transfer. Refers to a high quality, photographic reduction of an original drawing, normally to a legal-sized sheet.

**POC** - Point on a curve

**POTABLE WATER** - Water suitable for drinking and cooking purposes.

**PRELIMINARY CONFERENCE** - An extensive discussion between the City staff and the developer to review development plans and associated requirements.

**PRC** - Point of reverse curve

**PRIVATE UTILITY COMPANIES** - Any entity that, under City of Amarillo franchise, provides the public with electricity, gas, communications, cable television or other similar service.

**PT** - Point of tangency

**PUBLIC HEARING** - A formal meeting that must be conducted according to state laws or City ordinances and is designed to solicit comment from the general public about a specific topic.

**REPLAT** - A final plat involving the re-subdivision of all or any part of a previously platted subdivision.

**RESTRICTED ALLEY ACCESS** - Openings from a parking lot onto the alley are prohibited.

**RIGHT-OF-WAY** - Any strip of land including surface, overhead or underground space which is used or intended to be used wholly or in part as a public street or alley, or as the location of public walkways and utility or drainage facilities or installations.

**ROW** - Right-of-way

**RUNOFF** - The portion of rainfall, melted snow, irrigation water, and any other liquids that flows across ground surface and eventually is returned to creeks or streams.

**SIDEWALK** - The portland cement concrete, asphaltic concrete, or other permanent hard-surfaced material approved by the City Engineer that is located in the public right-of-way and intended for pedestrian use.

**STREET FRONTAGE** - The length of all property on one side of a street lying between two intersecting streets measured along the right-of-way line, or if the street is a dead-end, then length of all property abutting on one side between an interesting street and the end of the dead-end street.

**SUBDIVISION** - The division of an area of land into two or more areas of land.

**SUBDIVISION REGULATIONS** - Regulations that apply to development of land as stated in Chapter 4-6, Platting and Subdivision Improvement and Maintenance Ordinance, of the Amarillo Code of Ordinances.

**SURVEYOR** - A licensed State land surveyor or a registered professional land surveyor as authorized by the State statutes to practice the profession of land surveying in Texas.

**TCEQ** - Texas Commission on Environmental Quality (formerly known as Texas Natural Resource Conservation Commission (TNRCC))

**TNRCC** - Texas Natural Resource Conservation Commission (name was changed to Texas Commission on Environmental Quality (TCEQ))

**TPDES** - Texas Pollutant Discharge Elimination System

**TXDOT** - Texas Department of Transportation.

**USER** - The person in possession of this document, e.g. - developers, engineers, surveyors, designers, etc.

**VACATION** - The reversion of public rights-of-way or easements to private ownership.

**VARIANCE** - An adjustment in the application of specific regulations to a particular parcel of property which, because of special conditions or circumstances peculiar to the particular parcel, is necessary to prevent the property from being deprived of rights and privileges enjoyed by other parcels in the same vicinity.

**WAIVER** - A departure from the strict enforcement of specified regulations set forth by the City of Amarillo.

**ZONING** - The delineation of districts and the establishment of regulations governing the use, placement, spacing, and size of land and buildings, etc.