



Welcome and thank you for your interest in developing in Fredericksburg, Texas

The City of Fredericksburg's Development Services department's goal is to make the process clearer and easier to navigate, to provide answers to commonly asked questions, and to explain how these various steps and requirements are related to your project.

City staff can provide guidance and answer any additional questions should they arise. Contact information for key departments is also included in the package provided.

We look forward to working with you.

Development Services Department

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a long horizontal line.

Cliff Cross, Director of Development Services



Development Process in Fredericksburg, Texas

1. Initial Planning and Research

- Attend a free DRC meeting where you will be able to ask questions of all members of city staff that could impact on your project. Held every Thursday in the afternoon, appointments are required.

2. Development Approval and Submission of Site Plan, Plat or zoning requests

- Process takes 30 to 45 days
- Submit applications to Development Services
- Obtain necessary board approvals and/or zoning approvals

3. Construction

- Submit for required building permits through MGO
- Process takes 45-60 days

4. Inspections and CO Handover

- Conduct all required inspections
 - After all departments have done their inspections, the building department will issue the Certificate of Occupancy
-



PLAT APPLICATION

All items on the attached Plat Checklist must be submitted with a complete application. Email all documents to jmusgrove@fbgtx.org.

All Plats are reviewed per Sec. 4 of the Subdivision Ordinance found [here](#).

A. Project Information

Project Name: _____

Project Address: _____

Parcel ID Numbers: _____

B. Application Type: Check all that apply

Minor Plat - \$500 plus \$50.00 per lot

Replat - \$750.00 plus \$50.00 per lot (max \$3,000)

Amending Plat - \$500 plus \$50.00 per lot

Preliminary Plat - \$750.00 plus \$50.00 per lot

Final Plat - \$850.00 plus \$50.00 per lot (max \$3,500)

Development Plat - \$700.00

DRC Review Comments - \$250

Total: \$ _____

C. Property Information

Jurisdiction: _____ City Limits _____ ETJ _____ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No: _____

Legal Description: _____

D. Applicant/Owner Information

Property Owner

Owner Name: _____

Owner Address: _____

Owner Phone Number: _____

Owner Email Address: _____

Applicant

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Applicant's Signature

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify, if I am not the owner, that I have authorization from the owner to act on his/her behalf.

Signature: _____

Printed Name: _____

Staff Use Only Application Number: _____ Date: _____

Required Checklist Items Included: _____



PLAT CHECKLIST

This form and all required exhibits must be included with the Plat application.

- Completed Plat Application
- Title Search
- Date, True North Arrow, and Scale
- Location map at a scale of 1" = 1000'
- Accurate boundary survey with bearings and distances
- ROW lines of all streets, alleys, property lines, reservation easements, and areas dedicated to public use
- Survey monumentation, location & description
- Name & ROW dimensions of all streets & other ROW's
- Number of Lot & Blocks
- Location of minimum building setbacks per zoning ordinance
- Certification by Registered Professional Surveyor
- Additional certifications and plat notes per [Sec. 38.4.05](#)
- Construction plans and guarantees per [Sec. 38.5](#)
- Park dedication requirements per [Sec. 38.6.15](#)
- Sidewalk requirements per [Sec. 38.6.11](#)
- Plat requirements per [Sec. 7.200](#)
- Curb requirements per [Sec. 7.540](#)
- Minimum finished floor of structures located in 100-year floodplain
- Phasing designation if phasing is proposed
- Address for all lots located at front of lot

Note: Staff or the Planning and Zoning Commission may require modification of a Plat as a prerequisite for approval.

I hereby acknowledge that the items listed above are included in this submittal and that any items not included with this application will result in this application being deemed incomplete and returned without review or scheduled for the upcoming meeting dates.

Owner/Agent: _____ Date: _____

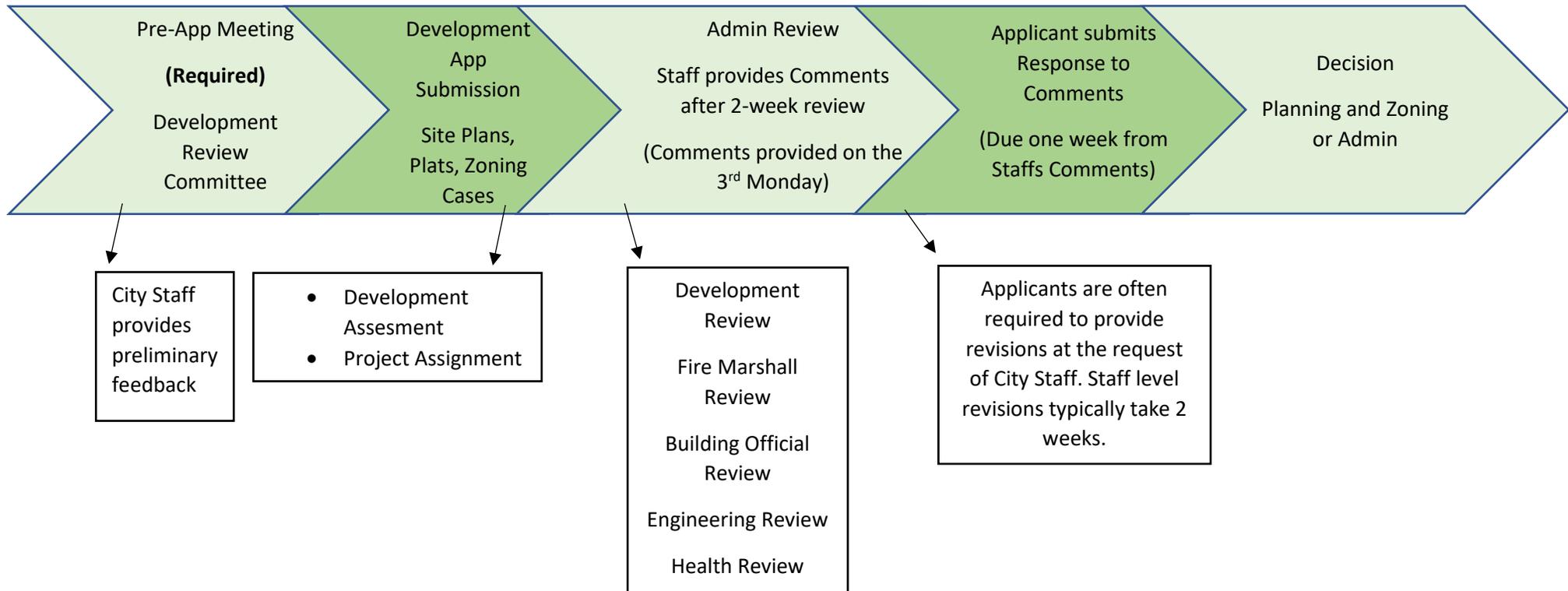
Printed Name: _____



City of Fredericksburg Development Review Committee Timeline

Process, timeline, and variables. Please be advised that every project is unique and may require additional review.

30 Day Timeline





DEVELOPMENT REVIEW COMMITTEE

CONTACT INFORMATION

City of Fredericksburg
 126 West Main Street
 Fredericksburg, TX 78624
 Phone (830)997-7521
 Fax (830)997-7521
 www.fbgtx.org

NAME	DEPARTMENT	TITLE	PHONE	EMAIL
Cliff Cross	Development Services	Director of Development Services	830-990-2026	ccross@fbgtx.org
Susana Huerta	Development Services	Asst. Director of Development Services	830-990-2013	shuerta@fbgtx.org
Janet Musgrove	Development Services	Planner 1	830-990-2079	jmusgrove@fbgtx.org
Michael Erwin	Development Services	Building Official	830-990-2038	merwin@fbgtx.org
Jeanette Sanchez	Development Services	Building Services Coordinator	830-990-2056	permits@fbgtx.org
Evan Williamson, P.E.,	Engineering & Public Works	Assistant Director of Public Works and Utilities	830-990-2009	ewilliamson@fbgtx.org
Sibyl Deckard, P.E.	Engineering & Public Works	Staff Engineer	830-997-7521	sdeckard@fbgtx.org
Tim Lehmborg	Economic Development (EDC)	Director of EDC	830-997-6523	edc@fbgtx.org
Reagan Rabke	Fire Department	Fire Marshal	830-990-2024	rrabke@fbgtx.org
Kelli Olfers, R.S.	Gillespie County Health Division	Director of Gillespie County Health	830-997-7521	kolfers@fbgtx.org
Melissa Eckert, P.E., CFM	Gillespie County	County Engineer	830-307-6196	meckert@gillespiecounty.org
Sheryl Sutton	Gillespie Country	Sanitation/Floodplain Designated Representative	830-997-8191	ossf@gillespiecounty.org
Paul Babb	Underground Water Conservation	General Manager	830-997-4472	hcuwcd@austin.rr.com
Brad Phipps	Texas Department of Transportation	Assistant Supervisor Fredericksburg Maintenance	830-997-4361	brad.phipps@txdot.gov

The Development Review Committee is a service offered by the City of Fredericksburg and allows for an opportunity for citizens to discuss potential development projects with a committee assembled from multiple development-related City divisions.