

Plat No.

Official use only:
Preliminary Replat

Date Application Submitted _____
 Date of Notice of Incomplete Application _____
 All Documents Received _____
 Deficiencies Letter Sent _____
 Corrections Approved _____
 Review Meeting Date _____
 Scheduled for City Council _____
 Date Preliminary Plat Approved _____



Official use only:
Final Replat

Date Application Submitted _____
 Date of Notice of Incomplete Application _____
 All Documents Received _____
 Deficiencies Letter Sent _____
 Corrections Approved _____
 Review Meeting Date _____
 Scheduled for City Council _____
 Date Final Plat Approved _____

Application for Minor Plat Approval

Owner: Name: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____ Cell Number _____

If the certificate is to be signed in the name of someone other than the landowner, supply name and explanation: _____

Describe Minor Plat: _____

(Attach additional sheets if necessary)

Zone where property is located: _____ Zoning Classification _____

Anticipated use(s) of property: _____

Name of surveyor/engineer: _____

Address: _____

Phone: _____ Cell Phone: _____

Are all of the checklist requirements being supplied? Yes ___ No ___

If not, please explain: _____

Certification:

I hereby certify that I am the owner of the above described property for the purposes of this application. I am respectfully requesting processing and approval of the above referenced plat. I agree to comply with the requirements in all applicable codes. I agree to provide all necessary information concerning this submittal. I understand that any substantial modifications or additions to this submittal can mean the requirement of a revised plat. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

Owner's Signature

Owner's Printed Name

I also hereby authorize the Applicant, Agent, and or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

Owner's Signature

Owner's Printed Name

Applicant's Signature

Applicant's Printed Name

Agent/Engineer's Signature

Agent/Engineer's Printed Name



Preliminary Minor Plat Approval Checklist

- _____ Original plat information being deleted, abandoned, or changed by the Replat, (lots and blocks, rights-of-way, etc.), shall be shown lightly sketched or dotted on the drawing with a note of explanation and the word "Replat" shall be shown in the title block. The exact name of the previous plat shall be retained in the title of the replat.
- _____ Preliminary minor plat signed and sealed by a surveyor and includes the following items:
- _____ a. Location map showing the location of the replat area in relation to the City.
 - _____ b. Name, address, and telephone number of the subdivider, record title owner, engineer and surveyor.
 - _____ c. Proposed name of the minor plat, subject to city approval.
 - _____ d. Dashed in names and approximate layouts of contiguous subdivisions and the owners of contiguous parcels of unsubdivided land, and an indication of whether or not contiguous properties are platted, within 200 feet of the request site.
 - _____ e. Minor plat boundary lines indicated by heavy lines and computed acreage of the replat.
 - _____ f. The words "Preliminary Minor Plat" in the title block.
 - _____ g. The location and approximate dimensions, description, and name of all proposed streets, subject to City and County approval, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements, visibility easements or rights-of-way, blocks, lots and watercourses.
 - _____ h. Date of preparation, scale of plat, and north arrow.
 - _____ i. Location of City limits line, the outer border of the City's ETJ, abstract lines or independent school district boundaries where applicable, and zoning district boundaries, if they traverse the replat area, form part of the boundary of the replat area, or are contiguous to such boundary.
 - _____ j. A number to identify each lot and block, and approximate square footage of all lots which are not rectangular shaped.

- _____ k. Identify any flood plains within the replat area.
- _____ l. All physical features of the property to be re-platted, including locations and size of all watercourses, ravines, bridges, culverts, existing structure, drainage area in acres or areas draining into the replat area, and other features pertinent to the proposed replat.
- _____ m. The outline of wooded areas and the location of individual trees 18” in diameter or larger shall be shown for properties dedicated for public purposes.
- _____ n. The City signature block as seen in Attachment A.

_____ Copy of existing plat for property being replatted.

_____ A survey by a licensed surveyor or engineer has been prepared identifying the proposed lot and block numbers. The acreage of any lot or parcel involved in the replat application, the location and size of drainage structures, and the location of all easements and set backs. (Two copies submitted.)

_____ Certification from the appropriate representative of the Subdivision where the property is located stating that the minor plat complies with existing covenants and restrictions.

_____ Acknowledgement from the LCRA (10,000 square feet or more of impervious cover proposed) that non-point source pollution requirements are being complied with. (Copy submitted.)

_____ Certification from the _____ County Department of Natural Resources approving any on-site sewage facility or other matter within its jurisdiction, including the mark on the survey of the property if it is within the 100 year flood plain. (Copy submitted.)

_____ Certificate indicating approval by the _____ County 911 Coordinator of any street ranges, street names and street addresses. (Copy submitted.)

_____ Appropriate POA (President) has been notified of the filing of this application.

Certification:

I hereby certify that the above information is true and correct.

Owner's/Agent's Signature

Owner's/Agent's Printed Name



Final Minor Plat Approval Checklist

- _____ Conforms to the preliminary Minor Plat, if applicable, as approved by the Development Services Manager incorporating any and all changes, additions, modifications, alterations, and corrections stipulated.
- _____ Contains all of the features required for Preliminary Minor Plats and bears the seal of a registered Texas Surveyor.
- _____ Existing Features:
The exact location, dimension, name, and description of all existing or recorded streets, reservations, easements, or public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, or located in close proximity to the site, with accurate dimensions, bearings or deflecting angles and radii, area and central angles, chord bearings and distances, tangent distances and lengths of all curves, where appropriate.
- _____ Proposed Features:
The exact location, dimensions, description, and names of all proposed streets, common areas, parks, public areas, playgrounds or other similar uses, reservations easements or rights-of-way, blocks, lots and significant sites within the subdivision, with accurate dimensions, bearings or deflecting angles and radii, area and central angles, chord bearings and distances, tangent distances and lengths of all curves, where appropriate.
- _____ The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two (2) recognized land corners. If adjacent property is not platted, "NOT PLATTED" and the owner's name are noted.

- _____ All approved street names shown.
- _____ All abstract lines shown and labeled.
- _____ The locations and dimensions of any easements, designated by use, adjoining or abutting the property.
- _____ Description of the property by metes and bounds shown.
- _____ Point of beginning or commencement shall reference an original abstract or existing subdivision property corner. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referenced.
- _____ Title including the approved name of the Minor Plat, the names, addresses and phone numbers of the owner and engineer or surveyor, scale and location of the subdivision with reference to original land grant survey, abstract number, and a north arrow depicting true or magnetic north, and noting whether true or magnetic north is used.
- _____ Limits of the 100 year flood plain and base flood elevation, if known, or note that such property is not within the flood plain limits, if applicable. Finished floor elevations of one (1) foot above the 100 year flood plain elevation shall be shown on the plat, where applicable.
- _____ Location and description of monuments, which shall be placed at each corner of the boundary survey of the subdivision shown.
- _____ Previous and new lot numbers shown.
- _____ The square footage or acreage of all lots shown in a table.
- _____ Certificates of the owner, surveyor, a Dedication Statement, City Signature Block and other standard notes on Final Plat.
- _____ Exact name of previous plat retained in the title of the Minor Plat identified.
- _____ Lots and portions thereof which are being replatted identified.

- _____ Volume and page number where the previous plat was recorded identified.
- _____ Original plat information being amended or changed by the Replat, (lots and blocks, rights-of-way) lightly sketched or dotted on the drawing with a note of explanation.
- _____ The word “Minor Plat – A Replat of _____” shown in the title block.
- _____ Appropriate POA (President) has been notified of the filing of this application.