



**CITY OF HORSESHOE BAY 1**

Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657  
830-598-9959

Plat No. \_\_\_\_\_

**DEVELOPMENT SERVICES DEPARTMENT**

**DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS**

**PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT**

**CODE ENFORCEMENT**

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**Application for Minor Plat Approval**

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

If the plat 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)

Address of Property (if known): \_\_\_\_\_

Zone where property is located: \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Anticipated use(s) of property: \_\_\_\_\_

Name of surveyor/engineer: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are all the checklist requirements being supplied? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain: \_\_\_\_\_

*City of Horseshoe Bay – Application for Minor Plat Approval*

**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	Date
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Owner's Signature	Owner's Printed Name	Date
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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	Date
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Owner's Signature	Owner's Printed Name	Date
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Applicant's Signature	Applicant's Printed Name	Date
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Agent/Engineer's Signature	Agent/Engineer's Printed Name	Date
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## Minor Plat Checklist

- \_\_\_\_\_ Signed Application
- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ 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 words "Minor Replat" shall be shown in the title block. The exact name of the previous plat shall be retained in the title of the replat.
- \_\_\_\_\_ Location map showing the location of the replat area in relation to the City.
- \_\_\_\_\_ Name, address, and telephone number of the subdivider, record title owner, surveyor and engineer.
- \_\_\_\_\_ Proposed name of the minor plat, subject to city approval.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Minor plat boundary lines indicated by heavy lines and computed acreage of the replat.
- \_\_\_\_\_ The location and dimensions, description, and name of all streets, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements, visibility easements or rights-of-way, blocks, lots and watercourses.
- \_\_\_\_\_ Date of preparation, scale of plat, and north arrow.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ A number to identify each lot and square footage of all lots.
- \_\_\_\_\_ Identify any flood plains within the replat area.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Copy of existing plat for property being replated with original lots outlined in red.
- \_\_\_\_\_ A survey by a licensed surveyor or engineer 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 setbacks.
- \_\_\_\_\_ 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 that non-point source pollution requirements are being complied with.
- \_\_\_\_\_ Certification from the County Department of Natural Resources approving any on-site sewage facility including the location of facility located on the plat or the survey of the property (if applicable).
- \_\_\_\_\_ 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 adjacent to or across a right-of-way 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 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 with plat reference, the dimensions of all abutting lots with owner information, deed reference and plat reference, 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 and deed reference are note.
- \_\_\_\_\_ All approved street names shown. and Right-of-Way width labeled
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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. Northing and Easting coordinates shall be shown for the Point of Beginning.
- \_\_\_\_\_ 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 two (2) 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.
- \_\_\_\_\_ Certificates of the owner, surveyor, a Dedication Statement, City Signature Block and other standard notes.

- \_\_\_\_\_ Lots and portions thereof which are being replated 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.

**Certification:**

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

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Owner's/Agent's Signature	Owner's/Agent's Printed Name	Date
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