



**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 Replat 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 Replat: \_\_\_\_\_

(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: \_\_\_\_\_

**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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## PUBLIC NOTICE TEMPLATE

### PUBLIC NOTICE

#### CITY OF HORSESHOE BAY

There will be a public hearing concerning the Replat to be known as \_\_\_\_\_  
Plat No. \_\_\_\_\_, a Replat of Lot No. \_\_\_\_\_ of \_\_\_\_\_ Plat No.  
\_\_\_\_\_, Horseshoe Bay, (Llano/Burnet) County, Texas, at the regularly scheduled  
Horseshoe Bay Planning & Zoning Commission meeting (City Council meeting) beginning at  
3:00 PM on Tuesday, \_\_\_\_\_, 20\_\_\_\_ followed by discussion and action on the same. The  
purpose of the replat is to \_\_\_\_\_.

The public hearing will be held at the City Council Chambers, #1 Community Drive, Horseshoe Bay, Texas. You may provide comments regarding this replat at the public hearing, or any time prior to the hearing, in writing or by calling the City Development Services Department at 830-598-9906.

INSERT MAP

Public Notice must be approved by the City of Horseshoe Development Services Director prior to being published or mailed.



## Preliminary Replat 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:
  - \_\_\_\_\_ 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, engineer and surveyor.
  - \_\_\_\_\_ 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, within 200 feet of the request site.
  - \_\_\_\_\_ Plat boundary lines indicated by heavy lines and computed acreage of the replat.
  - \_\_\_\_\_ The words "Preliminary Plat" in the title block.
  - \_\_\_\_\_ 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.
  - \_\_\_\_\_ Date of preparation, scale of plat, and north arrow.
  - \_\_\_\_\_ Topographic information shall include contours at two (2) foot interval.
  - \_\_\_\_\_ 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 block, and approximate square footage of all lots.
  - \_\_\_\_\_ Identify any flood plains within the replat area and provide standard note.
  - \_\_\_\_\_ 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.
  - \_\_\_\_\_ The City signature block.
  - \_\_\_\_\_ Copy of existing plat for property being replated with original lots outlined in red.
  - \_\_\_\_\_ 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 setbacks. (Two copies submitted; one electronic and one paper.)

- \_\_\_\_\_ Location of all hardwood trees with a diameter of 24 inches or greater measured 4-1/2 feet above ground.
- \_\_\_\_\_ 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. (Copy submitted.)
- \_\_\_\_\_ Certification from the \_\_\_\_\_ County Department of Natural Resources approving any on-site sewage facility or other matter within its jurisdiction, including the location of the facility on the property (if applicable) (Copy submitted.)

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



## **Final Replat Plat Approval Checklist**

- \_\_\_\_\_ Conforms to the Preliminary Plat, if applicable, as approved by the Development Services Director incorporating any and all changes, additions, modifications, alterations, and corrections stipulated.
- \_\_\_\_\_ Contains all of the features required for Preliminary 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, state "Not Platted" and the owner's name and deed reference 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 provide the Northing and Easting coordinates and 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 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,

- \_\_\_\_\_ North arrow depicting true or magnetic north, 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 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.
- \_\_\_\_\_ The square footage or acreage of all lots.
- \_\_\_\_\_ Certificates of the owner, surveyor, Dedication Statement, City Signature Block and other standard notes on Final Plat.
- \_\_\_\_\_ Exact name of previous plat retained in the title of the Plat identified.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ The word A Replat of \_\_\_\_\_” shown in the title
- \_\_\_\_\_ Notice has been published in the Horseshoe Bay Beacon and The Highlander newspapers more than 15 (fifteen) days prior to the public hearing when the application will be considered.
- \_\_\_\_\_ Affidavits of Publishers submitted.
- \_\_\_\_\_ Copies of newspaper publications attached.
- \_\_\_\_\_ One original copy of both publications submitted.
- \_\_\_\_\_ Notice of the public hearing shall be provided (mailed) to all property owners within two hundred feet (200’) of the affected property more than fifteen (15) days prior to the public hearing.
- \_\_\_\_\_ Copy of notice mailed to property owners and dates mailed.
- \_\_\_\_\_ List of all property owners notified with names and addresses.

Certification:

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

\_\_\_\_\_  
Owner’s/Agent’s Signature

\_\_\_\_\_  
Owner’s/Agent’s Printed Name

\_\_\_\_\_  
Date