

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 Final 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 Final 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: \_\_\_\_\_

**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 Final Plat to be known as \_\_\_\_\_ Plat No. \_\_\_\_\_, a Final Plat of Lot No. \_\_\_\_\_ Horseshoe Bay, Texas, at the regularly scheduled Horseshoe Bay Planning & Zoning Commission meeting (or City Council meeting) beginning at 3:00 PM on Tuesday, \_\_\_\_\_, 20\_\_\_\_ followed by discussion and action on the same. The purpose of the Preliminary Plan (or Final Plat) 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.

## Final 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 platted or replated identified.
- \_\_\_\_\_ Volume and page number where the previous plat (if applicable) 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 Final Plat 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.
- \_\_\_\_\_ Bond Posted for Construction cost plus 20%.
- \_\_\_\_\_ LCRA sign off or permit.
- \_\_\_\_\_ 911 approval for new street names if applicable.

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