

APPLICATION & CHECKLIST – ADMINISTRATIVE PLAT FINAL

Subdivision: _____
(Name of Subdivision)

(Submittal Date)

INSTRUCTIONS:

- **Make an appointment** with Yvonne Pritchard in the Planning Department for plat submission. 512-332-8840
- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.cityofbastrop.org)
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. **This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Bastrop at our website or city hall.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department or included on the subdivision plat in order for the Subdivision Application to be accepted for review.

- ___ 1. Completed and signed application/checklist.
- ___ 2. ___ Prints of plat--**Collated and Folded, 24" x 36" and one 11" x 17"**. (5 prints of plat within City, 7 prints when in ETJ)
- ___ 3. Show proposed revisions to existing drainage and utility plans - two (2) copies **each**: If outside the City, three (3) copies. If there are none, please state in a submittal letter.
- ___ 4. A tax map highlighting the subject property.
- ___ 5. Copy of deed showing current ownership.
- ___ 6. Current Tax Certificates (originals), showing that taxes are current.
- ___ 7. Fee: \$450.00**
**Does not include County recording fees.
- ___ 8. Three (3) copies of the recorded plat that is to be amended or replatted.
- ___ 9. Is this plat a part of an approved PD? Y/N If yes, name of PD: _____
a. Provide letter and 3 copies, outlining PD development requirements and how they are addressed on the plat.

Note: Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared.

The following information shall be shown on the plat and/or submitted with the plat:

- ___ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- ___ 2. Scale 1"=100' is labeled on plat.
- ___ 3. North arrow.
- ___ 4. Location sketch on front sheet.
- ___ 5. Subdivision title at the top of the first sheet.

6. The following data is **completed on this form and** placed on the first sheet of the plat:

Owners: _____ Address: _____ Email Address: _____ Phone: _____ Fax: _____
Acreage: _____
Survey: _____
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): _____
Date: _____
Surveyor: _____ Phone: _____ Fax: _____
Engineer: _____ Phone: _____ Fax: _____

7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information
9. Name and right-of-way width of adjacent streets.
10. Lot lines and numbers.
11. Block letters. (Blocks are bounded by streets.)
12. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.
13. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: **Setbacks not shown on lots shall conform to the City of Bastrop Zoning Ordinance.**
14. Perimeter field notes (beginning point to be **original** corner of original survey from which this plat is a part, not original/1st subdivision plat).
15. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plat map. A note identifying the data source and source date is included on the plat. OR--a note on the plat identifies that there are no identified flood hazard areas in the platted area and the appropriate FEMA map has been cited as the reference.
16. Note for recording plat in Bastrop County Clerk's Office at the bottom, right corner of the last sheet.
17. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. **If** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterproof ink and legible notary seals.
18. Indicated who is to provide utilities:
_____ water
_____ wastewater

electricity
 gas/cable/telephone
 other _____

19. Plat note prohibiting obstructions in drainage easements is provided.
20. Survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
21. Name and signature line for the Mayor and the City Secretary attesting to the approval and authorization for recordation of the plat are provided.
22. Provide the following note: **Prior to construction of any improvements on lots in this subdivision, building permits will be obtained from the City of Bastrop.**
23. If inside the City limits, subdivision complies with Bastrop Zoning Ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside City) _____

Please Note: The signature of owner authorizes City of Bastrop staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

I will represent my application before the Planning & Development Department and/or Planning & Zoning Commission.

I hereby authorize the person named below to act as my agent in processing this application before the Planning & Development Department and/or Planning & Zoning Commission.

Owner's Name (printed)	Phone	Fax
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Owner's Address	City	State	Zip
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Owner's Signature	Date	Email Address
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Agent's Name: _____

Company: _____

Mailing Address: _____

Street	City	State	Zip
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Phone	Fax	Email address
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