



FINAL PLAT APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District (if inside city limits): _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all plats must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

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PURPOSE:

The purpose of the Final Plat review is to ensure consistency with the approved preliminary plat and to ensure the Final Plat presents detailed information required for the official record map and plat of the property to be subdivided or developed, showing thereon the boundaries, lots, public streets, easements, public facilities and features which are necessary to serve the development.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plat review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special studies or other information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive final plat approval. *Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.*

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. *This checklist is a guide for meeting local and state development requirements.* Please refer to the City of Bastrop Subdivision Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive plat approval.

Step 3 – Project Evaluation by Staff.

City staff will evaluate the final plat for compliance with the final plat details provided in Section 4.20.1. and 4.20.2. Staff will determine if the final plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the City Council for review. Prior to forwarding the final plat to the City Council, staff must receive the appropriate fiscal surety instrument guaranteeing the construction of subdivision improvements (if applicable). If the staff determines the application is complete and complies with the standards set forth in the City’s development ordinances and policies, the Director of Planning and Development will accept the final plat and schedule it for consideration by the City Council.

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Step 4 – City Council Review and Action.

Approval or disapproval of the final plat shall be voted by the City Council within thirty (30) days of the date filing is determined to be administratively complete.

Should the final plat as submitted fail to meet the conditions and requirements of the Subdivision Ordinance, the City Council shall disapprove said plat. If requested by the developer, the City Manager will provide a written statement of the reasons for disapproval. In the event of disapproval, the City may withhold all City improvements of whatsoever nature including the furnishing of sewerage facilities and water service from all additions which have not been approved as provided by law and further, permits may not be issued by the building official of the City on any piece of property other than an original or a resubdivided lot in a duly approved and recorded subdivision.

Step 5 – Filing of the Final Plat.

After approval of the final plat and only after the approval statement set forth in paragraph 4.20.3 has been executed, the City shall cause the original of the plat to be recorded in the Bastrop County Clerk's office with the developer/subdivider providing the City with the actual amount of the filing fee and any other documents as required prior to filing. Contact the Planning and Development Department for a current list of fees and required documents.

One (1) mylar of the approved plat shall be provided the Director of Planning and Development for filing. The final plat shall be drawn in ink on mylar or comparable substitute, on sheets twenty-four inches by thirty-six inches (24" x 36") and to a scale of one inch to one hundred feet (1" = 100'). Where more than one (1) sheet is required, an index sheet shall be used. In addition to the mylar, one digital copy of the final plat shall also be submitted.

Step 6 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plans application or building permit application depending upon the nature and type of development that is proposed within the subdivision. Additional details and application materials for these applications are available from the Planning and Development Department or on the City's web site.

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The following shall be provided with the final plat application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application. **No final plat will be considered unless a preliminary plat has first been submitted and approved.**

Final Plat Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
Five (5) 24" x 36" copies (collated and folded) of the final plat to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction.			
Five (5) 24" x 36" copies (collated and folded) of the construction plans (if applicable) to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction.			
Copy of the engineer's estimate of probable costs for subdivision infrastructure (if applicable).			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A cover letter providing an explanation of the proposed project including an explanation of any changes or deviations from the approved preliminary plat.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Three (3) copies the development agreement or Planned Development (PD) ordinance and a letter outlining how the requirements of the development agreement or PD are addressed on the final plat.			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

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The following shall be provided in accordance with the final plat details stated in Section 4.20.2 of the subdivision ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required in other sections of the City’s development ordinances are provided to facilitate completion of the final plat application. However these references may not be inclusive of all regulations applicable to the proposed development. The applicant is encouraged to contact the Planning Department with any questions regarding the required information.

Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 4.20.2. Final Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.A	A title giving the name of the subdivision; the name of the land owner, or owners; the name of the licensed public surveyor and licensed Engineer (if required) responsible for the preparation of the plat; the scale north point, total acres in the subdivision and date .				
Section 4.20.2.B	The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as indicated in Section 4.20.2.B.				
Section 4.20.2.C	A certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land.				
Section 4.20.2.D	An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.				
Section 4.20.2.E	A complete legal description by metes and bounds of the land being subdivided.				

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To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.F	A certificate of approval to be signed by the mayor shall be placed on the face of the plat. See Section 4.20.3.				
Section 4.20.2.G	The plat shall show width of streets, alleys, public utility easements and easements of record.				
Section 4.20.2.H	<p>Streets, alleys and easements that are to be dedicated shall be shown with the following engineering data:</p> <p>(1) For streets: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided.</p> <p>(2) For water courses and easement: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large water courses in a convenient location, preferably along a utility easement or drainage if paralleling the easement or stream. The 100 year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100 year flood plain except for public streets or roads and utilities.</p>				
Section 4.20.2.I	Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.				
Section 4.20.2.J	Building set back lines shall be shown for each lot. Refer to Section 530 [5.70] for set back dimensions if property is zoned.				

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To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.K	<p>Proposed Water and Sewer Lines. Two (2) copies of the proposed utility plan showing contours, proposed locations of water and sewer lines relative to street right-of-way, and dimensions of existing water and sewer lines. These proposed lines shall meet the requirements as set forth in Section 5.</p>				
Section 4.20.2.L	<p>Proposed Drainage System.</p> <p>(1) Two (2) copies of the proposed drainage plan, showing two foot contour intervals. All street widths and grades shall be indicated on the plan, and runoff calculations shall be provided for all storm sewers, drainage structures and at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage structure. Drainage easements shall be indicated.</p> <p>(2) A general location map of the subdivision showing the entire watershed (a U.S.G.S. quadrangle map is satisfactory).</p> <p>(3) Calculations showing the anticipated storm water flow, including watershed area, runoff coefficient, and time of concentration. When a drainage structure or storm sewer is proposed, calculations shall be submitted showing basis for design.</p>				
Section 4.20.2.M	<p>A receipt showing that all taxes have been paid shall be submitted with the final plat.</p>				

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To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.O	<p>The City Council shall be satisfied that the subdivider will be in a financial position to install or cause to be installed at his own cost, risk and expense all of the improvements herein required. The City Council shall require such security as it in its sole and absolute discretion may deem best in order to insure the orderly development within any subdivision, specifically including, but not limited to, a performance bond equal to the estimated cost of the improvements; a bank letter of credit; a personal guarantee; or by requiring the subdivider to grant a lien upon the property contained in such subdivision in favor of the City of Bastrop to secure the estimated cost of such improvements. It is expressly understood that as a condition to the approval of said subdivision, no permanent City utilities shall be furnished to any lot within said subdivisions until all improvements required by this ordinance are completed within the block in which said lot is contained and all such improvements have been accepted by the City of Bastrop.</p>				
Section 4.20.3	<p>City Council approval format and text consistent with Section 4.20.3.</p>				
	<p>Supplemental requirements.</p> <p><i>(Other information and data as required by staff)</i></p>				