



PRELIMINARY 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 preliminary 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 Preliminary Plat review is to ensure the Preliminary Plat presents detailed information indicating the proposed street and drainage systems, easements, utilities, building lots, and other lots (including parkland) and to aid in the coordination of improvements within and among individual parcels of land or phases of development in the area of 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 plan 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 preliminary plat approval. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information provided at the meeting (even in sketch form), the more thorough and specific the staff can be in response. ***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 preliminary plat approval.

Step 3 – Project Evaluation by Staff.

City staff will evaluate the preliminary plat for compliance with the preliminary plat details provided in Section 4.10.1. and 4.10.2. Staff will determine if the preliminary plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the Planning and Zoning Commission for review. 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 preliminary plat and schedule it for consideration by the Planning and Zoning Commission and City Council.

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Step 4 – Planning and Zoning Commission Review.

Within 45 days from the date the preliminary plat application is accepted by the Director of Planning and Development, the Planning and Zoning Commission will consider the preliminary plat and make recommendations to the City Council for approval or denial.

Step 5 – City Council Review and Action.

The City Council shall consider the recommendations of the Planning and Zoning Commission and staff and may concur or take separate action from that recommended.

Step 6 – Final Plat Application.

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. While highly discouraged, any site improvements made on the property that is the subject of the preliminary plat application prior to acceptance by the city and recordation of the final plat is done at the risk of the applicant. **Approval of the preliminary plat expires at the end of 180 days from the date the City Council approves the preliminary plat unless a final plat has been submitted to the City Council.** However, the City Council may grant one extension of 180 days upon written request of the applicant.

Step 7 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plan 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 the City's web site.

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The following shall be provided with the preliminary 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.

Preliminary 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.			
Nine (9) 24" x 36" copies for projects inside the City limits or Seven (7) 24" x 36" copies for projects in the ETJ (collated and folded) of the preliminary plat to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction. Only Four (4) copies of the drainage plan and the utility plans are required.			
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.			
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 preliminary 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 preliminary plat details stated in Section 4.10.2 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 preliminary 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 4.10.2. Preliminary Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.10.2.A	The name of the subdivision, which shall not duplicate an existing or pending subdivision.				
Section 4.10.2.B	The total acreage and the proposed total number of lots and blocks within the subdivision.				
Section 4.10.2.C	The name of the owner (and address unless given in letter of transmittal). If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given.				
Section 4.10.2.D	The name of the licensed public surveyor and licensed engineer (when required) responsible for preparing the plat.				
Section 4.10.2.E	Scale: 1"=100'. The prior consent of the Director of Planning and Development will be required for use of a smaller scale.				

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		Yes	No	Comments	Reviewed By:
Section 4.10.2.F	North point, north to be at top of sheet if possible.				
Section 4.10.2.G	Date, revision block and each revision shall bear a new date.				
Section 4.10.2.H	Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.				
Section 4.10.2.I	Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.				
Section 4.10.2.J	A tie to an original corner of the tract of land of which subdivision is a part.				
Section 4.10.2.K	Name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., and the property lines and name of all adjoining property owners.				
Section 4.10.2.L	Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent.				

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		Yes	No	Comments	Reviewed By:
Section 4.10.2.M	Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements.				
Section 4.10.2.N	Proposed features including location, right-of-way and pavement width, surfacing and name of streets; approximate width and depth of all lots; location of building lines, alleys and public utility easements; and schematic plans for drainage, sanitary facilities and utilities.				
Section 4.10.2.O	Designation of any sites for special uses including churches, sewage disposal plants, water storage/pumping facilities, wells or plants, business, industry or other special land uses. If proposed use is unknown, designate as unrestricted.				
Section 4.10.2.P	Regulatory flood elevations and boundaries of flood prone areas, including floodways.				
Section 4.10.2.Q	A preliminary plan sheet showing proposed on-site sewage disposal systems, or sanitary sewers with grade, pipe size and location of points of discharge or connection to existing collection lines.				
Section 4.10.2.R	A preliminary plan of the drainage system, indicating inlet locations, with grade, pipe size and location of points of discharge. <i>(See drainage criteria in Section 1.40)</i>				
Section 4.10.2.S	A preliminary plan for proposed fills or other structure elevating techniques, levees, channel modifications, and other methods to overcome flood or erosion related hazards.				
Section 4.10.2.T	Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.				

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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 4.10.2.U	Key Map. A key map showing relation of subdivision to all known streets in all directions to a distance of at least one (1) mile.				
Section 4.10.2.V	Master Plan Submission. When the subdivision is a portion of a tract later to be subdivided in its entirety, a general development plan of the entire subdivision, showing a schematic layout of the entire subdivision, in the entire tract, shall be submitted with the preliminary plan of the portion first to be subdivided. Acceptance or approval of the said Master Plan does not release the subdivider from submitting a preliminary plat for each section to be developed to compare against Master Plan. The Master Plan may be required by the City to show and provide continuous public utility easements for the construction of future utilities through the subdivision for service to adjoining property. Such easements shall have sufficient setback requirements to accommodate construction of future utility.				
	<p>Supplemental requirements.</p> <p><i>(See Sect. 1.30 –Traffic Impact and Mitigation. The applicability of these regulations is outlined in Sect 1.30.2)</i></p> <p><i>(May include other information and data as required by staff)</i></p>				