



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 _____

PRELIMINARY PLAT APPLICATION

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.

PRELIMINARY PLAT APPLICATION

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.

PRELIMINARY PLAT APPLICATION

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

PRELIMINARY PLAT APPLICATION

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.				

PRELIMINARY PLAT APPLICATION

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.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.				

PRELIMINARY PLAT APPLICATION

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.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.				

PRELIMINARY PLAT APPLICATION

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>				



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 _____

FINAL PLAT APPLICATION

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.

FINAL PLAT APPLICATION

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.

FINAL PLAT APPLICATION

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

FINAL PLAT APPLICATION

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.				

FINAL PLAT APPLICATION

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.				

FINAL PLAT APPLICATION

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>				

FINAL PLAT APPLICATION

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>				



ADMINISTRATIVE PLAT APPLICATION
(For amending plats, minor plats, or replats meeting the conditions and requirements in accordance with Local Government Code Section 212.0065)

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 _____

ADMINISTRATIVE PLAT APPLICATION

PURPOSE:

The administrative procedure may be followed for the approval of an Amending Plat, replat or a subdivision when the land proposed to be subdivided or resubdivided meets the following conditions and requirements in accordance with Local Government Code Section 212.0065.

- (1) Amending plats described by Section 212.016;
- (2) Minor plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
- (3) A replat under Section 212.0145 that does not require the creation of any new street or the extension of municipal facilities.

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 plat, and to
- identify special 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.

ADMINISTRATIVE PLAT APPLICATION

Step 3 – Project Evaluation by Staff.

City staff will evaluate the final plat for compliance with the requirements provided in Section 4.40.3. and the conditions and requirements in accordance with Local Government Code Section 212.00654.20.2. Staff will determine if the application is complete and will return incomplete submittals to the applicant without review. If the staff determines the application is complete and complies with the standards set forth by the Local Government Code and the City's development ordinances and policies, the Director of Planning and Development will accept and review the application.

Any proposed plat may be removed from the administrative process and placed in either the short form or standard process at the sole discretion of the Director of Planning and Development.

Step 4 – Appeal Process.

Applicants may appeal administrative decisions denying their proposed plat to the City Council by filing a request for such appeal with the Planning Director on or before the 30th day following the date of administrative denial.

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 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.

ADMINISTRATIVE PLAT APPLICATION

The following shall be provided with the administrative 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. **Only plats meeting the conditions and requirements in accordance with Local Government Code Section 212.0065 are allowed by administrative procedures.**

Application Type	Check one of the following
Amending Plat (described by Section 212.016 of the Local Government Code)	
Minor Plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or extension of municipal facilities	
A replat under Section 212.0145 of the Local Government Code that does not require the creation of any new street or the extension of municipal facilities	

Administrative 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.			
A cover letter providing an explanation of the proposed project.			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
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.			
The subdivider wishing to amend or replat property must provide a complete copy of the original plat and a signed written statement stating which features of the plat are to be changed			
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).			
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

ADMINISTRATIVE PLAT APPLICATION

The following shall be provided in accordance with the final plat details stated in Section 4.40.3 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 administrative procedures application. However these references are not inclusive of all regulations applicable to the proposed development, and must conform to the conditions and requirements in accordance with Local Government Code Section 212.0065.

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 4.40 Administrative Procedures Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.40.1.C	The topography of the tract and the surrounding lands is such that no regard need be given in such subdivision to drainage. If drainage facilities are required, this administrative process cannot be used.				
Section 4.40.1.D	Each lot meets the minimum lot requirements as set forth in Section 5.50 and 6.110.4 and does not require any variance or exception to regulations. The resubdivision of any lot, tract or parcel of land within a rural subdivision shall not be permitted if the proposed lot (s) size will be less than one (1) acre.				
Section 4.40.1.E	The perimeter of the tract being subdivided has been surveyed and marked on the ground, and each corner of each lot of such proposed subdivision has been marked on the ground, and is tied to a corner of the tract being subdivided. A plat thereof shall be filed with the City as outlined in Section 4.30.2 and 4.30.3.				
Section 4.40.3.A	The name of the land owner or owners - the name of the licensed public surveyor responsible for the preparation of the plat; the scale and location of each lot with reference to an original corner of the original subdivision or tract of which said land is a part; the date, north point and total acres in the proposed subdivision or lots.				
Section 4.40.3.B	The certificate of the licensed public surveyor and/or licensed engineer who surveyed, mapped and monumented the land shall be placed on the face of the plat as described in Section 4.40.3.B				

ADMINISTRATIVE PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.40.3.C	A certificate of ownership acknowledged before a notary public by the owners and any holders of liens against the land.				
Section 4.40.3.D	An accurate on-the-ground boundary survey of the property showing bearing and distances and 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 4.40.3.E	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 4.40.3.F	The plat shall show all existing features within the area being subdivided, amended or replatted such as existing drainage, easements, width of adjacent streets and alleys and existing utility easements.				
Section 4.40.3.G	Lot lines and numbers of all lots proposed to be created with complete dimensions for front, rear and side lot lines.				
Section 4.40.3.H	Building setback lines shall be shown for each lot created. Refer to Section 5.70 for set back dimensions.				
Section 4.40.3.I	Existing Utilities and Drainage. Five (5) copies of the proposed plat marked to show locations and size of dimensions of existing utilities, drainage and streets.				
Section 4.40.3.J	A receipt showing that all taxes have been paid shall be submitted with the plat.				