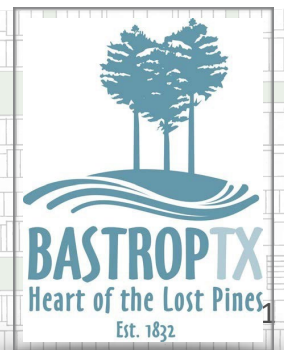


Bastrop Building Block

Technical Manual

UPDATED: April 2025



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CHAPTER 1: DEVELOPMENT PROCESS

This chapter presents the City of Bastrop's development process to assist design professionals and development applicants in preparing plans and reports needed for project development. It identifies requirements for preparing improvement plans and documents to submit for City review and approval.

1.1 DESIGN STANDARDS AND POLICIES

1.2 DEVELOPMENT PROCEDURES

1.3 APPLICATION TYPES

1.4 PUBIC HEARING AND NOTICE

1.5 PERMITTING

1.6 CONSTRUCTION DOCUMENT REQUIREMENTS



NEW NEIGHBORHOOD WITH A RANGE OF PLACE TYPES, P3-P5 AND CS WITH EC SURROUNDINGS.

ARTICLE 1.1 DESIGN STANDARDS AND POLICIES

SEC. 1.1.001 PURPOSE OF THE B³ TECHNICAL MANUAL

The Bastrop Building Block Tech Manual, referred to as the B³ Technical Manual, aligns and supports standards, requirements, and processes within the B³ Code and all associated chapters of the City of Bastrop Code of Ordinances, relating to or involving development, health, and safety of the City.

The B³ Technical Manual ensures construction of both the public and private realms built environments achieve the longevity and vitality representative of Downtown Bastrop.

The B³ Technical Manual is intended to be geographically sensitive, fiscally sustainable, and authentically Bastrop and to ensure development complies with the longterm goals of the community.

SEC. 1.1.002 ADOPTION AND MODIFICATIONS TO B³ TECHNICAL MANUAL

(a) Adoption:

This manual has been adopted by ordinance by the City Council, in its current form on XXXX. The City Council's

Ordinance, with a copy of the B³ Technical Manual are maintained on file with the City Secretary.

(b) Modifications:

The Development Review Committee, referred to as the DRC, must review these standards annually. If modifications are necessary, the DRC shall consolidate a list of recommendations to be prepared for City Council. City Council may adopt modifications to the B³ Technical Manual by Ordinance.

ARTICLE 1.2 DEVELOPMENT PROCEDURES

This section provides details of the City's development process, that includes a pre-application meeting and site visit, development application, construction document review and permits, temporary construction, inspections, and/or issuance of a Certificate of Occupancy (CO).

This section also includes information about the City's public hearing process and public notification requirements.

SEC. 1.2.001 DEVELOPMENT REVIEW COMMITTEE (DRC)

The City of Bastrop Development Review Committee (DRC) is comprised of City staff who oversee the development

process. The DRC can approve applications that meet the intent, standards, and requirements, if the development is deemed administratively approvable and requires no public hearing by state law or by the B³ Code.

The DRC is committed to working with each applicant throughout the process to meet the intent of the B³ Code Place Type allocations of the City, and the goals of the adopted plans and policies.

Development in Bastrop will be facilitated by the DRC, a collaborative team of staff members dedicated to development projects success. The DRC will conduct a series of technical reviews and analysis of each development in a holistic manner. The intent is to provide quick turnaround reviews, reduce comment conflicts, and to provide consistent feedback to each applicant and development.

SEC. 1.2.002 UNIFORM SUBMITTAL DATES

- (a) Annual Adoption of Schedule of Uniform Submittal Dates for Site Plans, Place Type Zoning changes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans.
- (b) City Council will annually adopt Schedule of Uniform Submittal Dates in September in order to comply with Texas Local Government Code Chapter 212 for Place Type

Zoning applications, Site Plan applications, Public Improvement Plan applications, Plat applications, and Neighborhood Regulating Plans. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will meet, and/or when administrative decisions by the Director of Planning & Development and City Engineer will occur.

SEC. 1.2.003 DEVELOPMENT PROCESS

- (a) The development application submittal and review process consists of submitting a development application to the City and obtaining review of the development proposal by the DRC.
- (b) The submittal and review process includes:
 - (1) A pre-development meeting and site visit;
 - (2) Application submittal and review, that may include public participation;
 - (3) Application approval:
 - A. Administrative decision; or

B. A recommendation and subsequent decision from one or more of the following public hearing bodies:

i. Zoning Board of Adjustment (ZBA),

ii. City Council, and/or

iii. Planning and Zoning Commission.

iv. Refer to Table A for the specific review processes.

(4) Application for construction document review and permits;

(5) Inspections; and,

(6) Certificate of Occupancy.

(c) Detailed Development Process:

(1) Step 1: Pre-development meeting and site visit:

A. Development activities begin with a predevelopment meeting request to the City. Go to the City of Bastrop website at <https://www.cityofbastrop.org/page/plan.newdevelopmentprocess>

for predevelopment application details and scheduling.

B. The primary purpose of the pre-development meeting is for staff to help identify the scope of the development proposal, so that the City can determine the appropriate submittal requirements and process(es), including whether the development will require administrative or public approval.

C. The site visit will:

i. Identify the geographic center of the development;

ii. Key features to be preserved on the lot(s);

iii. The appropriate Development Patterns;

iv. Environmental/ infrastructure constraints; and

v. Placement of the street network and blocks.

(2) Step 2: Development application submittal and review:

- A. After the development application submission is deemed complete, the Planning and Development Department will distribute the application to members of the DRC and begin the review process. Review times vary upon whether approval is achieved administratively or through the public hearing process.
 - i. See Table 1.4.001B to determine if public notification is necessary before submitting a complete development application.
 - ii. Once a complete development application is deemed completed and accepted, the Planning and Development Department manages the application and follows the specific review processes per application type identified in 1.4.001A.
 - iii. See review timelines and checklists in Bastrop Development Manual.
- B. After review of a development application that requires only an administrative decision, staff will notify the applicant with the following:

- i. List of issues to be resolved before a decision will be made on the application; or
 - ii. A written decision on the application.
 - C. The development of a detached residential building in Place Type Neighborhood “P3” or Neighborhood Mix “P4” on a platted lot or a lot of record, that complies with current Place Type district development standards, may proceed with construction document review and permits.
 - D. All other development proposals must submit a development application through the Planning and Development Department for approval before obtaining approval of construction document review and permits.
- (3) Step 3: Application for construction document review and permits:
 - A. Step 3 consists of preparing and submitting construction documents for review and obtaining permits for construction activities.

B. Refer to Article 1.3 - Application Types for the detailed requirements for applications and submittals.

C. Construction Documents may be submitted with the second review of the Development Application to the Planning and Development Department.

(4) Step 4: Inspections:

A. All permitted construction activities must be inspected by the City.

B. Inspections forms and checklists will be provided by the Planning and Development Department.

C. Refer to Article 1.5 - Permitting - for Inspection information.

(5) Step 5: Certificate of Occupancy and Certification of Shell Building:

A. The Certificate of Occupancy (CO) or Certification of Shell Building is issued in accordance with the City's adopted building and fire codes once the City has determined that all requirements have been satisfied.

B. See International Fire Code and local amendments for requirements.

ARTICLE 1.3 APPLICATION TYPES

SEC. 1.3.001 PRE-DEVELOPMENT

The specific pre-application submittal requirements vary by application type. Refer to the Pre-Development checklist at the Planning and Development Department or the website here, or at <https://www.cityofbastrop.org/page/plan.newdevelopment> process.

(a) All pre-development require the following:

- (1) Completed pre-development checklist; and
- (2) Application narrative.

(b) Optional items:

- (1) Site map and photos;
- (2) Conceptual plans;
- (3) Aerial photo;
- (4) Existing utilities; and,

(5) Drainage.

(c) Format:

- (1) The pre-development meeting between City staff and the applicant to discuss a proposed development application typically lasts 30 to 60 minutes.
- (2) Staff will contact the applicant to schedule the pre-development meeting within 5 days of receipt of the pre-development request.
- (3) In general, the pre-development meeting is scheduled within 2 to 3 weeks of the receipt of the pre-development request. Information exchanged at the pre-development meeting allows City staff and the applicant to come to a more complete understanding of the size, scope, and feasibility of the proposal.

(d) Outcomes:

Based on the discussion at the meeting and site visit, the proposal will be processed by the Planning and Development Department:

- (1) To determine if the application may be processed administratively or require a public hearing to obtain a decision on the application once submitted.

(2) To provide the applicant with the appropriate development application checklist(s) and any related information; or,

(3) And may require additional information to be submitted, and a subsequent pre-development meeting to be conducted for further review.

SEC. 1.3.002 ZONING CONCEPT SCHEME APPLICATION

(a) A Place Type zoning change application is known as a “Zoning Concept Scheme.” The Zoning Concept Scheme submittal shall include the following documents in order to be deemed a complete application submittal. All submittals shall be delivered to the Planning and Development Department in accordance with the approved Uniform Submittal Schedule. Incomplete submittals will not be accepted by the Planning and Development Department.

(b) The Zoning Concept Scheme shall include:

- (1) A map and boundary of the proposed area;
- (2) A scaled drawing showing types and location of proposed place types and Building Types;
- (3) Thoroughfares and preliminary lot arrangements;

- (4) A Sketch Drawing that shows the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and project scheduling;
- (5) Physical features of the site including a scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas;
- (6) Any existing thoroughfares and easements;
- (7) Location of proposed public open spaces or civic spaces;
- (8) The points of ingress and egress from existing and proposed streets;
- (9) A landscape plan showing turf areas, screening walls, ornamental planting, wooded areas to be preserved, and trees to be planted. The landscape plan should provide types of plantings to be used and give a general landscape design scheme for the development;

(10) A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development;

(11) Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development;

(12) A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space; and

(13) A Conceptual Drainage Plan as required by Appendix A, the City of Bastrop Stormwater Drainage Design Manual.

(c) See B³ Code Section 2.4.007 - Zoning Concept Scheme - and Bastrop Development Manual Zoning Concept Scheme checklist.

SEC. 1.3.003 SITE PLAN APPLICATION AND REVIEW

(a) Purpose. The purpose of a Site Plan is to ensure efficient and safe land development, harmonious mixture Place Types and Building Types, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and

adequate water supply, drainage and stormwater management, sanitary facilities, and other utilities and services.

(b) Applicability. Site Plan review and approval shall be required for new construction or the significant enlargement or alteration of any exterior dimension of any building, structure, or improvement involving the items listed below:

- i. Any non-residential development;
- ii. Any non-residential P4 development, all P5 developments, or manufactured/mobile home park;
- iii. Any property with 2 or more buildings per platted lot;
- iv. As used in this section, the term "improvements" shall also include alterations made to land only, such as paving, filling, clearing, or excavating. As used in this section, the term "significant enlargement or alteration" shall mean the construction of structures, or the alteration of land, if such construction or alteration impacts or potentially affects other

existing or future land uses, including those on adjacent or nearby land.

- (1) The Director of Planning and Development shall make the initial determination of whether the proposed development, construction, enlargement, or improvement requires a Site Plan or not. The initial determination is subject to review by the City Manager.
 - (2) The Site Plan must be prepared by a licensed and registered professional land surveyor, a professional land planner, architect and/or a licensed professional engineer.
 - (3) No building permit shall be issued for any of the above developments unless a Site Plan is first approved by the City. No Certificate of Occupancy shall be issued unless all construction and development conforms to the Site Plan as approved by the City.
 - (4) The fee for a Site Plan is set forth in Appendix A, of the Bastrop City Code.
- (c) Incomplete Submissions:

- (1) All required items and information must be received by the City in order for a Site Plan submission to be considered an application that can be filed. Incomplete submissions will not be reviewed or filed until all deficient items or information has been received.

(d) Official Filing Date:

- (1) For the purpose of these regulations, the “official filing date” shall be the date upon which a submission for approval for a Site Plan, that contains all required elements mandated by City ordinance, is deemed complete by the City on a uniform submittal date.
- (2) To be considered complete, the application must contain all elements and information required, including all related fees. It is only after the official filing date that any statutory period required for approval or disapproval of the Site Plan shall commence to run.
- (3) No application shall be deemed officially filed until the uniform submittal date after the Planning and Development Director determines that the submission is complete.

(e) Site Plan Submittal Requirements:

- (1) A Site Plan submittal shall include the all items listed on the Site Plan Checklist, provided in the City of Bastrop Development Manual, in order to be considered a complete submittal after an administrative completeness review by the Planning and Development Department.
- (2) All submittals shall be delivered to the Planning and Development Department in accordance with the approved uniform submittal schedule.
- (3) If the Planning and Development Department determines that a submittal is incomplete during the administrative completeness review, then the incomplete submittal will not be accepted by the Planning and Development Department for filing.
- (4) The applicant shall be required to submit a fee in accordance with the adopted Fee Schedule for the completeness review. If the application is deemed incomplete, the applicant shall be required to submit a new fee for completeness review with the next application submittal.

(5) Any requested variance or warrant must be submitted for approval and approved prior to submission for a request for a Site Plan. If the Site Plan requires a variance or warrant, and one has not been approved, the Site Plan shall be denied until such time the need for the variance or warrant is removed or the variance or warrant is submitted and approved.

(f) Site Plan Detail Requirements:

(1) The Site Plan shall contain sufficient information relative to site design considerations. See Bastrop Development Manual for Site Plan requirement checklist for submittal details.

(g) Supplemental Requirements:

(1) Site Plans cannot be approved until the Final Plat is recorded.

(2) Site Plans must be prepared by a licensed and registered professional land surveyor and/or a licensed professional engineer.

(3) Building permits will not be issued for any development until the Site Plan is approved.

(4) Property taxes must be paid prior to approval of plan.

(5) Irrigation plans require separate permits – approval of the Site Plan does not constitute approval of any included irrigation plans or elements of the Landscape Plan.

(6) Signs require separate permits – approval of the Site Plan does not constitute approval of any included sign plans or sign elements.

(7) The following Table: Bastrop Fire Department Requirements, illustrates the requirements of the Bastrop Fire Department in each line item:

BASTROP FIRE DEPARTMENT REQUIREMENTS

Fire Design Codes	International Fire Code Edition with adopted appendices
Fire Flow Demand @ 20 psi (gpm)	Most demanding building's calculated fire flow demand – 2009 IFC Appendix B, Table B105.1 – Based on SF and Construction Type
Intended Use	Most demanding building's intended use
Construction Classification	Most demanding building's IBC construction classification
Building Fire Area (S.F.)	Most demanding building's fire area in gross square feet (all floor levels combined) per 2009 IFC Appendix B
Automatic Fire Sprinkler System Type (If applicable)	The sprinkler system type that is in the most demanding building's fire area - NFPA 13, NFPA 13R or NFPA 13D
Automatic Fire Sprinkler System Type (If applicable)	Reduced fire flow demand, as permitted by BFD and Appendix B.
Reduced Fire Flow Demand @ 20 psi for having a sprinkler system (gpm) (If applicable)	Not more than 1 year from the date of Site Plan submittal
Fire Hydrant Flow Test Date	Block and Street Name
Fire Hydrant Flow Test Location	AMOC number and the date the AMOC was approved by the City
Alternative Method of Compliance AMOC (If applicable)	International Fire Code Edition with adopted appendices

(8) Signature blocks shall be placed on the Site Plan. Signature blocks shall also be placed for any additional entities responsible in preparing the Site Plan. See Bastrop Development Manual for Site Plan checklists.

(h) Principles and Standards for Site Plan Review:

(1) The following criteria have been set forth as a guide for evaluating the adequacy of proposed development in the City of Bastrop. The City staff shall review the Site Plan for compliance with all applicable Ordinances and the Comprehensive Plan; as a means to assure harmony with surrounding uses and the overall plan for development of the City of Bastrop; as well as for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

(2) Based upon its review, City staff may approve, conditionally approve, or deny the Site Plan based on evaluation of the Site Plan details based on the items listed in the Development Manual Site Plan Checklist with respect to:

- A. The Site Plan's compliance with all provisions of the Place Type Zoning Ordinance and other ordinances of the City of Bastrop including but not limited to off-street parking and loading, lighting, civic space, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
- B. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
- C. The relationship of the development to adjacent development in terms of harmonious design, setbacks, maintenance of property values, and negative impacts.
- D. The provision of a safe and efficient vehicular and pedestrian circulation system.
- E. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
- F. The sufficient width and suitable grade and location of streets designed to accommodate

prospective traffic and to provide access for firefighting and emergency equipment to buildings.

G. The coordination of streets and sidewalks to arrange a convenient system consistent with the Master Thoroughfare Plan of the City.

H. The use of landscaping and screening

(i) to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and

(ii) to complement the design and location of buildings and be integrated into the overall site design.

I. Exterior lighting to ensure safe movement and for security purposes, that shall be arranged to minimize glare and reflection on adjacent properties.

J. The location, size, and configuration of Civic Space areas to ensure that such areas are suitable for intended recreation and conservation uses.

K. Protection and conservation of soils from erosion by wind or water or from excavation or grading.

L. Protection and conservation of creeks, tributaries, or other waterways and areas subject to flooding.

M. The adequacy of water, drainage, sewage facilities, garbage disposal, and other utilities necessary for essential services to residents and occupants.

SEC. 1.3.004 SITE PLAN PROCESS

(a) The Director of Planning and Development, or designee, after review by the Development Review Committee, shall approve, approve with conditions, or disapprove all Site Plans. If the Site Plan is disapproved, the Director shall provide a written statement to the subdivider listing the deficiencies that the plan has as related to specific the B³ Code, City ordinances, or state laws.

(b) If the applicant amends its filed Site Plan application in response to the City's initial disapproval, the applicant may file its amended application at the City on a date or day on that the City is accepting amended filings. It is deemed filed on the next uniform submittal date the Site Plan application was submitted to the City. The City will then have up to 15 business days to approve or

disapprove the amended application. The Director of Planning and Development may either:

- (1) Approve the plan if the response adequately addresses each reason for the disapproval; or
 - (2) Disapprove the plan if the response does not adequately address each reason for disapproval or creates new reasons for a violation of a City ordinance. Any disapproval shall include a written statement of the reasons for disapproval that clearly articulates the reason for disapproval including citation to the law, including a statute or City ordinance that is the basis of disapproval. Any plan that is disapproved after the City has reviewed the response in the form of an amended application may be refiled at any time as a new Site Plan application.
- (c) If the Director of Planning and Development denies the Site Plan, the applicant may appeal that decision to the City Manager within five (5) business days of receipt of decision. The City Manager shall uphold or reject the decision of the Director within 10 business days. If the City Manager upholds the decision of denial, an applicant may appeal that decision to the City Council. The

applicant must request in writing that the Site Plan be placed on the City Council's agenda within 10 days from the date the appeal was denied by the City Manager. The City Council shall have final approval or disapproval on all Site Plans that are appealed.

- (d) Effect of Site Plan approval. If development of a lot with an approved Site Plan has not commenced within 2 years of the date of final approval of the Site Plan, the Site Plan shall be deemed to have expired. Any development on a lot with an expired Site Plan shall be required to submit a new Site Plan as outlined above.
- (e) It is recognized that final architectural and engineering design may necessitate minor changes in the approved Site Plan. In such cases, the Director of Planning and Development shall have the authority to approve minor modifications of an approved Site Plan, provided that such modifications do not materially change the circulation and building location on the site, or any conditions specifically attached as part of approval.

ARTICLE 1.4 PUBLIC HEARING AND NOTICE

- (a) Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application as applicable by state law (Texas Local Government Code Chapter 211, as amended).
- (b) Written notice of all public hearings on proposed changes in Place Type district boundaries shall be sent to all owners of property, or to the person rendering the same for City taxes, located within the area of application and within 200 feet of any property affected thereby, within not less than 10 days before such hearing is held. Such notice may be served by using the last known address as listed on the latest approved tax roll and depositing the notice, postage paid, in the United States mail. Notice of hearings on proposed changes in the text of the Place Type Zoning Ordinance shall be accomplished by one publication not less than 15 days prior in the official newspaper of the City.

SEC. 1.4.001 NOTICE REQUIREMENTS

- (a) For public notice and hearing requirements see Table 1.4.001B - Notification Requirements.

TABLE 1.4.001A DEVELOPMENT APPLICATION APPROVAL PROCESS

Approval Process	Review and Approval Authority			Notice			
Source	ZBA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Legislative							
Comprehensive Plan Map Amendment		R/PH/ PM	D/PH/ PH/PM	Y	Y	N	Y
B³ Text Amendment		R/PH	D/PH/ PM	Y	Y	N	N
Zoning Concept Scheme		R/PH	D/PH/ PM*	Y	Y	Y	Y
Place Type Zoning Map Amendments		R/PH	D/PH/ PM*	Y	Y	Y	Y
Preliminary Plat		D/PM			N	Y (500 feet)	N
Final Plat		D/PM			N	Y (500 feet)	N
Residential Replat		D/PH			Y	Y	Y
Change in status of nonconforming uses or structures		D/PH			N	Y	N
Variance	D/PH				N	Y	N
Administrative							

Approval Process		Review and Approval Authority			Notice			
Source		ZBA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Site Plan			A			N	N	N
Minor or Amending Plat			A			N	N	N
Public Improvement Plans			A			N	N	N
Drainage Plan			A			N	N	N
Building Permits			A			N	N	N
Floodplain Permit			A			N	N	N
Neighborhood Regulating Plan			R	D		N	Y (500 feet)	N
Warrant			R	D		N	Y (500 feet)	N
Administrative Adjustment			A			N	N	N

Legend

Action		Meeting Type		Committees			
R	Review/ Recommend	PM	Public Meeting	BOA	Board of Adjustments	Y	Required
D	Decision	PM*	May Require Initial Authorization	P&Z	Planning & Zoning Commission	N	Not Required
A	Appeal	PH	Public Hearing	CC	City Council		

TABLE 1.4.001B NOTIFICATION REQUIREMENTS

	Published Notice	Personal Notice	Posted Notice
Notification Location	Newspaper	United States Mail	Subject Property
Time Before Set Hearing	15 days	A. General: 10 days B. Comprehensive Plan or Place Type Zoning change: 10 days	A. General: 10 days B. Comprehensive Plan or Place Type Zoning change: 10 days
Include in Notice	A. Date, time, and location of hearing; B. Purpose of the hearing; and C. Identification of the subject property if the decision concerns an individual tract or parcel of land.	A. Name of the applicant; B. Date time, and location of the hearing; C. Purpose of the hearing; D. Identification of the subject property; and, E. The name of the appellant if an appeal.	A. Purpose of the request; and B. All public hearing dates.
Notification Instructions	Planning & Development Department will be responsible for posting the notice in the newspaper of general circulation.	A. Each owner of real property located within two hundred (200) feet of the exterior boundary of the property in question and any other persons deemed by the Lead Officer or decision-maker to be affected by this application; B. The applicant and/or property owner; and C. The appellant if an appeal.	A. Minimum 2'x2' sign placed on the street frontage in visible unobstructed location. B. Utilize a minimum 6" lettering. C. Shall stay in place until final action is taken or request is withdrawn

ARTICLE 1.5 PERMITTING

To ensure compliance with the intent and standards of the B³ Code and to safeguard the health, safety, and welfare of the public, the City requires the approval of construction documents for most development and construction activity within the City. In addition to the approval of the construction documents, the City requires the issuance of a building, permission to work in the Right-of-way, or when applicable, a permission to place private improvements in the Right-of-way permits for most all development and construction activities.

- (a) An Infill development application, less than 3.4 acres, that complies with the intent and standards of the B³ Code with existing utilities, requires the least amount of permits.
- (b) Maintenance and minor modifications to existing structures may not require the approval of construction documents or the issuance of permits, as determined by the Building Official and/or Fire Chief or their designee, consistent with the authority provided in City ordinances, IBC, or IFC.

SEC. 1.5.001 INSPECTIONS

- (a) Inspections are made for building, electrical, mechanical, plumbing, and Place Type compliance for residential,

commercial and industrial development, and for the remodeling of existing buildings.

- (b) Water, sewer, paving, concrete, and grading activities also require City inspection.
- (c) As part of the development process, all permitted construction activities must be inspected by the City's Inspection Services staff.
- (d) The review of plans and issuance of permits do not authorize code or ordinance violations that may be discovered by City inspectors at the job site.

SEC. 1.5.002 CERTIFICATE OF OCCUPANCY (CO)

- (a) Before any development can be occupied or used, an applicant must apply for a CO.
- (b) Additionally, all DRC stipulations must be complied with before the City will issue a Certification-of-Shell Building or a final CO.
- (c) Typically, within three staff working days of submitting an application, the CO or Certification of Shell Building will be issued, provided the development passes a Final Inspection.

(d) The issuance of a CO shall not be construed as an approval of a violation of the provisions of any City Code or ordinance.

(e) The City's adopted building code requires certain information to be included on the CO:

(1) Project address; and

(2) Name of the owner of the property at the time the certificate was issued.

(f) The CO stays with the property for in perpetuity, even with changes in ownership. If the property ownership changes during construction, documentation of that fact can be submitted, and a change made to the permit. Refer to the City's Building Code, and amendments for additional information.

SEC. 1.5.003 TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

(a) Under certain conditions, the issuance of a TCO allows temporary occupancy, with the approval of the City Manager, until the building is completed and a Final CO is issued.

(b) Should the TCO expire prior to the issuance of the Final CO, the expiration will require the City to take appropriate

steps as outlined in the City's Building Code and the associated amendments.

ARTICLE 1.6 PUBLIC IMPROVEMENT PLANS REQUIREMENTS

This section identifies requirements for preparing construction documents for public improvement plans that are submitted to the City for approval. It includes a cover sheet and all required plan sheet information, specifics for digital submittals, all required approval blocks, and special requirements.

SEC. 1.6.001 SUBMITTAL REQUIREMENTS

Prepare all public improvement plans for submittal to City for approval to construct any site requiring grading and drainage, landscape, water, wastewater, and streets according to the following standards.

(a) Sheet Size:

(1) Prepare plans on 24-inch x 36-inch sheets, unless otherwise approved by Building Official, prior to the first submittal of construction documents.

(b) Scale:

- (1) Requirements for scale depend on the type of submittal. See the City of Bastrop Drainage Manual for grading and drainage plan requirements. Plan and profile sheets shall use a horizontal scale of 1 inch = 40 feet and a vertical scale of 1 inch = 4 feet, unless otherwise approved by the Building Official prior to the first submittal of construction documents.

(c) Lettering:

- (1) All lettering, numbering and line work must be uniform and legible. Use a minimum 10-point font for all lettering.

(d) Plan Review Submittals:

- (1) The number and types of plans sets to be submitted for review are identified in the construction document requirement checklist provided after the approval of a Development Review application.
- (2) Present plan layout, graphics, and call-outs in a clear and an uncluttered manner acceptable to engineering and planning staffs.

- (3) Provide cross-referencing between all plan sheets that have details, detail call- outs, notes, cross-sections, etc.

- (4) Orient north at the top or right side of each sheet. Provide a north arrow and bar scale.

(e) Seal/Signature:

- (1) Include appropriate professional State of Texas seal, signature, and date on each sheet. Copies of this information are acceptable on the improvement plans submitted during the review cycles to the Planning and Development Department. When original plans are submitted for approval at the end of plan review, the originals shall bear the registrant's seal with a wet signature and date. Except for capital improvement plans, a registered landscape architect is not required to prepare and seal landscape and irrigation plans.

(f) Plan Approval Submittal:

- (1) Upon approval of the public improvement plans, an additional plans set may be required for staff signature.

SEC. 1.6.002 COVER SHEET

(a) The following information must be included on the cover sheet:

- (1) Title - Include the development name and the plan set content
- (2) City Name - Below the title, include the City name "City of Bastrop, TX"
- (3) Vicinity Map - Locate the development relative to a minimum of 2 intersecting arterial streets
- (4) Legal Description - Provide development property legal description. When a legal description is not feasible, list the township, range, section, and location
- (5) Benchmark
- (6) Public Improvement Plan Signature Blocks

SEC. 1.6.003 RECORD DRAWINGS

The applicant will provide the City with the original (4-mil) Mylar drawings or photographic (4-mil) Mylars required for the "record drawings" of construction within all public rights-of-way or easements dedicated to the City.

The Engineer representing the applicant shall present to the City Engineer, reproducible complete record drawing plans for all paving, drainage structures, and water and sewer lines within thirty (30) days after completion of all contracts and as a condition of final acceptance of the subdivision.

SEC. 1.6.004 SURVEY REQUIREMENTS

Monuments consisting of one-half (½) inch iron pipe or one-half (½) inch reinforced steel or larger, twenty-four (24) inches in length, shall be placed at all corners of the block lines, and at the point of intersection of curves and tangents of the subdivision.

CHAPTER 2: SITE PLANNING AND PRIVATE REALM

This chapter contains design standards and procedures for Site Plans and the creation of the private realm. The private realm is space on private property. Spaces where the private realm interacts with the public realm will require high level of standards than spaces that are unseen by the public. These standards focus on private property and where the private and public properties join.

2.1 GENERAL STANDARDS AND REQUIREMENTS

2.2 GEOGRAPHICALLY SENSITIVE LANDS

2.3 NEIGHBORHOOD REGULATING PLANS



Rendering by James Wassel



Renderings by James Wassel

ARTICLE 2.1 GENERAL STANDARDS AND REQUIREMENTS

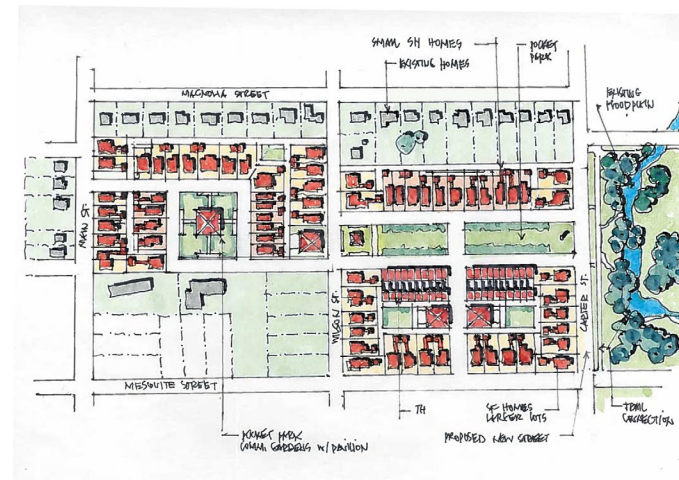
(a) This article provides guidance and standards for most developments and conditions in the City, including:

- (1) Design guidelines for specific areas
- (2) Site context considerations
- (3) Parking
- (4) On- site circulation
- (5) Landscape
- (6) Subdivisions
- (7) Neighborhood design
- (8) Refuse collection
- (9) Outdoor lighting

(b) Furthermore, this section describes site design and development of neighborhoods. These guidelines supplement the B³ Code provisions.

SEC. 2.1.001 SITE DESIGN

The following standards focus on the relationship of a proposed Site Plan to the natural terrain of the property, as well as the relationships the proposed development will have with existing or planned development around the site. The goal is to fit development into the natural settings with minimal intrusion to the environment and surrounding properties.



(a) Terrain:

- (1) Incorporate the natural site features, such as natural drainage systems and native vegetation into the site design.

(2) Orient common recreational, patio, outdoor dining, and other such facilities toward natural features.

(3) Incorporate major vistas and view corridors that give special emphasis to the river, tree canopy, and other natural features or open space areas into the site and building design.

(b) Buildings:

(1) Buildings are to be built according to the B³ Code. The B³ Code ensures intensity transitions by Place Type and Building Type. Buildings should represent their function in design.

(2) Minimum building materials are established by the International Building Code (IBC), as adopted by the City.

(3) Buildings interacting with the public realm should enhance the public spaces they abut and face.

SEC. 2.1.002 LANDSCAPE DESIGN IN THE PRIVATE REALM

(a) Landscape design in the private realm must comply with the standards of this Section.

(b) Refer to Table 2.1.003 - Preferred Plant List for approved types of plants and trees.

(c) The maximum height of any shrubs, ornamental plants, boulders, walls, or other such materials within designated sight distances and traffic safety triangles is 18 inches. For plants, this shall be the natural height of the plant. Any trees that are to be placed in the sight distances and traffic safety triangles shall have a canopy that is kept 8 feet above the curb height and a maximum mature trunk diameter of 8 inches. If the tree canopy overhangs the roadway, then the canopy shall be a minimum of 14.5 feet above the road.

(d) Utilize a palette of plants in a landscape design that adhere to native plants. Low Water Use/Drought Tolerant plants are encouraged.

(e) Plant and tree placement shall consider the natural culture of that type of plant or tree.

(f) Trees (or shrubs) shall not be placed in a Public Utility Easement (PUE), emergency vehicle access easement, or

their equivalent. Trees shall be placed at least 7 feet back from any underground public water or sewer lines, power line conduit, or drainage pipes within a dedicate drainage easement dedicated to the City.

(g) All Place Types:

- (1) The introduced landscape shall consist primarily of native species requiring minimal irrigation, fertilization, and maintenance.

(h) Specific to Place Types P1, P2, P3 & P4:

- (1) Private frontages may choose of various landscapes; naturalistic, lawn, garden, etc.

(i) Place Type EC, P5:

- (1) The introduced landscape shall consist primarily of durable species tolerant of soil compaction.
- (2) Landscape Plans shall be prepared by a Landscape Architect and submittals shall include the following information:
 - i. Minimum scale of 1 inch equals 40 feet or appropriate scale for legibility.

- ii. Location, size, and species of all existing trees to be preserved indicating true size as measured 4 1/2 feet above natural soil level.
- iii. Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features.
- iv. Identification of all plant material to be used (Common and/or Botanical).
- v. Size of all plant material to be used at time of planting, appropriate spacing shall be indicated on plan and approved by the City.
- vi. Layout and description of irrigation, sprinkler, or water systems including placement of water sources. A Texas license irrigation seal is necessary on all irrigation plans that require certification.
- vii. All common areas, non-residential, and multi-family landscape areas will be irrigated with a mechanical irrigation system including turf and ground cover areas.

- viii. North indicating mark.
- ix. Date of the Landscape Plan and any revisions.
- x. Size and location of all existing and proposed utilities, including easements.
- xi. Details and/or cross sections as required for clarification by the City.
- xii. Topography shall include final grade at 1 foot intervals using spot elevations and/or contours to define proposed drainage patterns as required by the City.
- xiii. Parkways and medians shall have a minimum of 6 inches of topsoil.
- xiv. Detailed Street Tree Requirements are located below in Section 3.2.009.
- xv. A certified landscape architect shall be required for the preparation and submission of the Landscape Plan. (A dry seal with signature is acceptable for the Landscape Plan).

TABLE 2.1.003 PLANT LIST

Native Trees	Invasive Trees	Invasive Landscaping Plants & Grasses	Native Landscaping Plants
<p>American Elm (<i>Ulmus americana</i>) Bald Cypress (<i>Taxodium distichum</i>) Bigtooth Maple (<i>Acer grandidentatum</i>) Black Jack Oak (<i>Quercus marilandica</i>) Box Elder (<i>Acer negundo</i>) Bur Oak (<i>Quercus macrocarpa</i>) Cedar Elm (<i>Ulmus crassifolia</i>) Chinquapin Oak (<i>Quercus muhlenbergii</i>) Desert Willow (<i>Chilopsis linearis</i>) Eastern Cottonwood (<i>Populus deltoides</i>) Eastern Red Cedar (<i>Juniperus virginiana</i>) Gum Bumelia (<i>Sideroxylon lanuginosum</i>) Hackberry (<i>Celtis laevigata</i>) Live Oak (<i>Quercus virginiana</i>) Loblolly Pine (<i>Pinus taeda</i>) Mexican Buckeye (<i>Ungnadia speciosa</i>) Mexican Plumb (<i>Prunus Mexicana</i>) Osage Orange (<i>Maclura pomifera</i>) Pecan (<i>Carya illinoensis</i>) Post Oak (<i>Quercus stellata</i>) Ratama, Paloverde (<i>Parkinsonia aculeate</i>) Red Bud (<i>Cercis canadensis</i> var. <i>texensis</i>) Red Maple (<i>Acer rubrum</i>) Red Mulberry (<i>Morus rubra</i>) Roughleaf Dogwood (<i>Cornus drummondii</i>) Southern Catalpa (<i>Catalpa bignonioides</i>) Sycamore (<i>Platanus occidentalis</i>) Texas Ash (<i>Fraxinus texensis</i>) Texas Hickory (<i>Carya texana</i>) Texas Persimmon (<i>Diospyros texana</i>) Texas Red Oak (<i>Quercus texana</i>) Texas Walnut (<i>Juglans microcarpa</i>) Toothache Tree (<i>Zanthoxylum hirsutum</i>) Western Soapberry (<i>Sapindus saponaria</i> var. <i>drummondii</i>) Wild Cherry <i>Prunus serotina</i> Winged Elm (<i>Ulmus alata</i>)</p>	<p>Ash (all except Texas Ash) (<i>Fraxinus</i> Sp.) Australian Pine <i>Casuarina equisetifolia</i>) Beach Sheoak (<i>Casuarina equisetifolia</i>) Bottlebrush Tree (<i>Melaleuca quinquenervia</i>) Brazilian Pepper Tree (<i>Schinus tervabintifolius</i>) Camphor Tree (<i>Cinnamomum camphora</i>) Carrotwood Tree (<i>Cupaniopsis anacardiodes</i>) China Berry (<i>Melia azedarach</i>) Chinese Elm (<i>Ulmus pumila</i>) Chinese Parasol (<i>Firmiana simplex</i>) Chinese Parasol Tree (<i>Firmiana simplex</i>) Chinese Pistache (<i>Pistacia chinensis</i>) Chinese Tallow (<i>Triadica sebifera</i>) Chinese Wisteria (<i>Wisteria sinensis</i>) Golden Rain Tree (<i>Koelreuteria paniculata</i>) Ligustrum, Privet (<i>Ligustrum lucidum</i>, <i>Ligustrum</i> sp.) Mimosa Tree (<i>Albizia julibrissin</i>) Paper Mulberry (<i>Broussonetia papyrifera</i>) Peepul Tree (<i>Ficus religiosa</i>) Popinac (<i>Leucaena leucocephala</i>) Princess Tree (<i>Paulownia tomentosa</i>) Russian, Autumn Olive (<i>Elaeagnus unbellata</i>) Salt Cedar (<i>Tamarix</i> sp.) Tree of Heaven (<i>Ailanthus altissima</i>) True Cedar Tree (<i>Cedrus</i> sp.) Vitex (<i>Vitex agnus-castus</i>)</p>	<p>Japanese Honeysuckle (<i>Lonicera japonica</i>) Nandina (<i>Nandina domestica</i>) Lantana (<i>Lantana camera</i>) Bermuda Grass (<i>Cynodon dactylon</i>) Buffelgrass (<i>Cenchrus ciliaris</i>) Common Reed (<i>Phragmites australis</i>) English Ivy (<i>Hedera helix</i>) Giant Reed (<i>Arundo donax</i>) Bamboo (<i>Phyllostachys</i> sp., <i>Bambusa</i> sp.) Multiflora rose (<i>Rosa multiflora</i>) Rose of Sharon (<i>Hibiscus syriacus</i>) Annual Bluegrass (<i>Poa annua</i>) Carpet Grass (<i>Axonopus</i> sp.) Rye Grass (<i>Lolium</i> Sp) Red Fescue (<i>Festuca rubra</i>)</p> <p>Acceptable Non-Native Plants</p> <p>Apple (<i>Malus</i> sp.) Crepe Myrtle (<i>Lagerstoemia</i> sp.) Fig (<i>Ficus</i> sp.) Grape (<i>Vitis</i> Sp.) Loquat (<i>Eriobotrya japonica</i>) Peach, Plum (<i>Prunus</i> sp.) Pear (<i>Pyrus</i> sp.) Pomegranate (<i>Punica granatum</i>) Rose (<i>Rosa</i> sp.) Zoysia Grass (<i>Zoysia</i> sp.)</p>	<p>Evergreen Sumac (<i>Rhus virens</i>) Eve's Necklace (<i>Styphnolobium affine</i>) Flameleaf Sumac (<i>Rhus lanceolata</i>) Mountain Laurel (<i>Sophora secundiflora</i>) Possumhaw (<i>Ilex decidua</i>) Red Buckeye (<i>Aesculus pavia</i>) Southern Wax Myrtle (<i>Myrica cerifera</i>) Texas Buckeye (<i>Aesculus glabra</i>) Texas Lantana (<i>Lantana urticoides</i>) Yellow Bells (<i>Tecoma stans</i>)</p> <p>Native Landscaping Grasses</p> <p>Buffalo Grass (<i>Bouteloua dactyloides</i>) Curly Mesquite (<i>Hilaria berlanderi</i>) Little Bluestem (<i>Schizachyrium scoparium</i>) Inland Sea Oats (<i>Chasmanthium latifolium</i>) SideOats Gramma (<i>Bouteloua curtipendula</i>) Muhly Grasses (<i>Muhlenbergia</i> sp.) Eastern Gamma Grass (<i>Tripsacum dactyloides</i>) Indian Grass (<i>Sorghastrum nutans</i>)</p>

SEC. 2.1.004 EMERGENCY ACCESS AND FIRE LANES

(a) Emergency Access Provisions:

The DRC will review all proposed developments for safe and appropriate access, parking lanes, private streets, driveway access points, and other emergency access items.

(b) Fire Lanes shall meet the standards of the IFC as adopted by the City.

SEC. 2.1.005 DRIVE-THROUGH FACILITIES

(a) Drive-throughs are required to be located in the 2nd or 3rd layer of the lot or located from an alley.

(b) Where allowed, locate and design drive-through facilities shall follow the following criteria:

(1) Do not locate drive-through facilities to adjacent residential uses.

(2) Screen vehicular storage areas for drive-through facilities placed on the street side of a building, or any other location that is directly visible from adjacent properties with screen walls, mounding, and/or dense

landscaping at least 3 feet in height at the time of planting.

A. Provide a minimum vertical clearance of 8 feet for drive-through facilities. Provide a minimum vertical clearance of 10 feet for drive-through facilities that include a passenger-loading zone.

SEC. 2.1.006 PARKING AREAS

(a) Parking Spaces:

(1) Designed parking spaces and drive aisles locations shall be placed in the 1st, 2nd or 3rd layer of the lot, in accordance with the B³ Code.

(b) Accessible (Handicapped) Parking Spaces:

(1) Adequate designed accessible parking spaces shall be provided as required by the IBC and designed in accordance with the parking area landscaping.

(c) Parking Landscaping:

(1) Incorporate parking lot landscaped areas and median in accordance with Section 2.1.002 - Landscape Design in the Private Realm.

(2) Use landscape plant material that are heat tolerant, have minimal dropping of pods and sap, and have canopies that can have a canopy bottom at least 10 feet above the ground.

(3) Use single trunk tree in parking lot landscape areas in accordance with the approved tree list by the City of Bastrop.

(d) Traffic Control Devices in On-site Parking lots:

When traffic control devices are utilized in on-site parking lots, it is recommended that the general principles and standard traffic control device designs be used to regulate the flow of traffic.

(e) Dead-End Parking Aisles:

The maximum dead-end parking aisle for designated emergency access length is 150 feet for fire-sprinklered structures, and 150 feet for non-sprinklered structures, unless a turn-around is provided for emergency access. All parking aisles shall be connected to the next through access point, particularly if there is a public street.

(f) Parking Surfacing:

(1) Use asphaltic pavement, concrete, or a similar material approved by the DRC for all parking areas for in P5 and EC.

(2) At a minimum, use dust palliative or other surfacing materials that minimize the generation of fine dust particulates for P2, P3, and P4.

(3) At a minimum, use a stable dust-free material on drive aisles of civic spaces and other recreational facilities. The DRC may require an alternative surface such as concrete or asphalt in some circumstances.

(4) The parking stalls may be improved with a soil mix treated with a dust palliative.

SEC. 2.1.007 BICYCLE PARKING FACILITIES

(a) The City will install bicycle parking facilities in infill development areas, downtown, and where not installed on existing developments.

(b) See Article 7.8 - Bicycle Parking - of the B³ Code for all bicycle facility requirements for new development.

SEC. 2.1.008 OUTDOOR LIGHTING

(a) The lighting standards are contained within Article 6.5 - Building Types - of the B³ Code.

SEC. 2.1.009 REFUSE COLLECTION

Unless otherwise approved by the DRC, all solid waste collection methods for commercial and residential services shall be designed to these City standards.

(a) Place Type P4 and P5: Non-Residential, Mixed-Use, and Multi-Family Residential refuse and recycling enclosure location and design:

(1) Locate and design the refuse and recycling enclosures based on the following criteria:

A. All food establishments that serve food must provide enclosures with grease containment areas.

i. The grease containment area must be physically separated from the refuse container portion of the enclosure.

ii. The Public Works Director, or designee, may approve alternative grease containment area locations or designs.

(b) Locate and position the enclosure(s):

(1) Approach pad so that the refuse truck route to and from the public street has a minimum unobstructed

vertical clearance of fourteen (14) feet is required, and unobstructed minimum vertical clearance above the approach pad and refuse enclosure of twenty-five (25) feet (The vertical clearances are subject to modification based on enclosure container size, location and positioning).

(2) In a location that is easily accessible for collection, and does not require the refuse truck to “backtrack”;

i. A maximum 100 feet distance for building service exit to refuse enclosure;

ii. So that collection vehicles do not backtrack more than 20 feet; or,

iii. So that path of travel for the refuse truck accommodates a minimum vehicle of turning radius of 45 feet, and vehicle length of 40 feet.

(c) Design the refuse enclosure(s) and approach pad to be level, with a maximum of a 2 percent slope.

(d) Do not place the enclosure(s):

- i. Between the on-site buildings and adjacent lower density residential uses unless there is no reasonable alternative. In these situations, orient the enclosure toward the interior of the property;
- ii. Next to drainage ways or basins, unless there is no reasonable alternative as determined by the Public Works Director;
- iii. Between the street and the front of the building unless there is no reasonable alternative; or,
- iv. At the end of a dead-end parking aisle.

(3) Multi-story buildings with elevators shall design internal trash chutes to service refuse. Roll-off dumpsters must be provided for removal.

(e) Place Type P3 Residential Refuse and Recycling:

- (1) Detached residential homes shall be designed to accommodate the City residential collection requirements as described in the City of Bastrop Utility Ordinance.

Design dedicated storage areas for refuse and recycling containers that are screened from view from the adjacent street, and not within enclosed livable areas.

Design development so that the refuse and recycling containers have a location that is accessible for service.

SEC. 2.1.010 MECHANICAL AND UTILITY EQUIPMENT SCREENING

The purpose of these screening regulations is to ensure that mechanical and utility equipment associated with a development is appropriately screened from public vantage points. The intent of these regulations is to minimize visual impacts to surrounding properties and public realm.

(a) When Mechanical and Utility Equipment Screening Regulations Apply:

- (1) This Division applies to all Place Types and development that proposes mechanical or utility equipment, whether or not a permit or other approval is required for the development.

(b) Mechanical and Utility Equipment Screening Regulations:

The following equipment and appurtenances shall be contained within a completely screened and enclosed structure that is integrated with the primary building on the premises:

- (1) Mechanical equipment

(2) Tanks

(3) Ducts

(4) Elevator enclosures

(5) Cooling towers

(6) Mechanical ventilators

(7) Air conditioners

(8) Other similar appurtenances

(c) All utilities, such as gas meters, electrical meters and panels, fire control panels, telephone, cable television panels, and similar devices shall be screened from public view unless other Code regulations require that visibility be maintained. Landscape screening may be used to screen utilities.

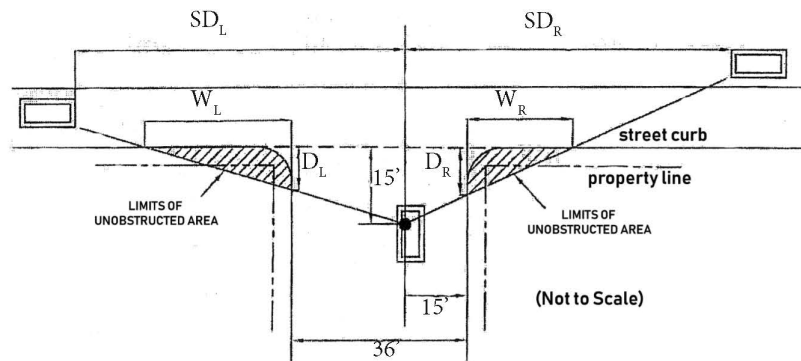
(d) Equipment and appurtenances associated with industrial development that is classified as a manufacturing use shall be exempt from the screening requirements in this Section, if located on a property that is not abutting residential property and is not deemed a nuisance use.

(e) Site utility structures, such as transformers, shall not be located in the first lot layer at frontages. Utility structures shall be screened from frontages using landscaping or fences, hedges or walls. Utility boxes and conduits on exterior walls facing frontages shall be painted to match the wall or their visibility otherwise minimized.

SEC. 2.1.011 SITE TRIANGLES

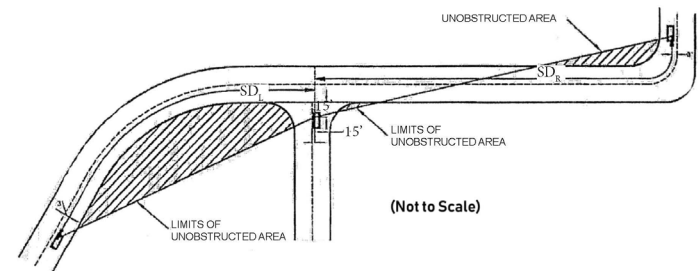
(a) Figure 2.1.011.A Site Visibility Requirements

- (1) Assumptions: At-grade intersection with approaches of 3.0 or, 3.5-foot driver eye height above pavement; both drivers can see each other.



	Minimum Sight Distance		90-Degree Intersections			
Speed Limit	SDL	SDR	WL	WR	DL	DR
20	180	190	89	80	13	13
25	245	255	128	111	13	14
30	315	325	210	120	13	14
35	390	400	270	165	14	14
40	480	545	330	210	14	14
45	580	650	400	260	14	14
50	585	655	400	260	14	14

- (2) SDL and SDR are the required sight distance, in feet, to the left and to the right as measured from the driver's eye on the controlled intersection approach looking towards oncoming cross traffic.
- (3) WL and WR are the distance, in feet, along the curb line of the side of the visibility triangle parallel to the path of traffic on the uncontrolled intersection approach.
- (4) DL and DR are the distance, in feet, along the curb line of the side of the visibility triangle parallel to the path of the driver on the controlled intersection approach.
- (5) The distances given for WL, WR, DL, and DR are applicable to 90-degree intersections only.



ARTICLE 2.2 GEOGRAPHICALLY SENSITIVE LANDS

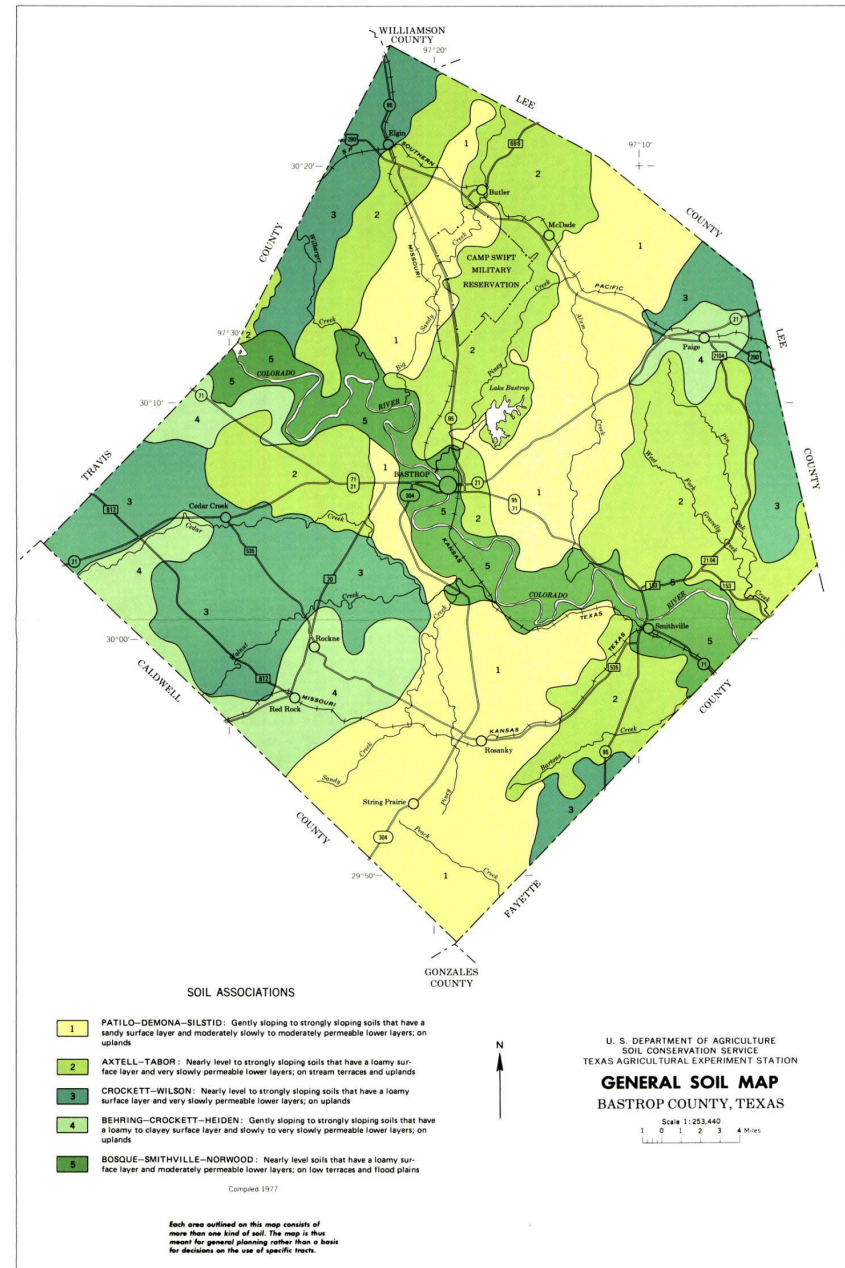
- (a) The expansive natural environment within the City Limits of Bastrop consists of the Colorado River, the lost loblolly pines, the Houston toad habitat, grasslands, and the edges of the hill country.

Each of the natural features comes with its own unique gifts and challenges. The natural environment attracts people from all over the country to Bastrop. However, its wild beauty comes with seasonal droughts and floods, and occasional wild fires. Therefore, quality of design of the built environment is imperative to reducing or eliminating detrimental development.

In these geographically sensitive lands, nature must be the first consideration to protect the health, safety, and welfare of the community. The standards within the B³ Code and the B³ Technical Manual shall be used in coordination to restore and enhance the natural systems while appropriately integrating human settlements into their natural features.

SEC. 2.2.001 SITE DEVELOPMENT STANDARDS

- (a) The intent of these standards are to work hand-in-hand with the drainage design manual to promote creative design and innovative methods for site development



within sensitive areas. Modified grading guidelines may be allowed where it can be demonstrated that they achieve the goals and purposes of the Village Development Center or Cluster Land Development Patterns within following Character Districts:

- (1) Lost Pines,
- (2) Mayfest Hill,
- (3) River District,
- (4) Ferry District, or
- (5) Sensitive lands in other districts as determined by the DRC.

(b) Grading includes initial clearing, grubbing, excavating, and placement of fill associated with any form of development.

(c) This section establishes guidelines for grading that are intended to:

- (1) Regulate the development of potentially hazardous terrain;

(2) Preserve the general visual character of graded sites; and

(3) Preserve native vegetation and wildlife habitat.

(d) The following key elements must be integrated during the design and implementation of all grading activities:

(1) Conserve the natural environmental features and functions of the property.

(2) Design and construct grading to be compatible with the surrounding natural land.

(3) Use construction techniques that result in no slope movement or subsidence and the stabilization of hillsides, slopes or other areas subject to erosion or mass movement.

(4) Preserve the natural capacity of drainage courses and protect natural drainage ways, including the native vegetation associated with them.

(5) Control dust pollution and surface water runoff and related erosion during construction operations.

(6) Maintain the stability of underlying geological conditions wherever development is proposed, unless

specific mitigation measures are proposed to assure safe development of the land.

- (7) Do not alter drainage basin boundaries.
- (8) Do not create any obstructions within any drainage channels.
- (9) Do not increase the movement of sediment in volume or velocity as a result of any modifications to natural channels.
- (10) Do not obstruct scenic, riparian, or vista corridors. If disturbance is proposed, all requirements of this Code, state law, and Federal law must restore them to a natural vegetative conditions.
- (11) Minimize topsoil and vegetation removal. The roots of the grasses and trees hold the soil in place.
- (12) Design and finish graded cuts and fills that are visible from adjacent properties in a manner that matches the surrounding native trees, soils, grasses, and rocks.
- (13) Leave significant natural boulders, rock formations, fencerows, or tree clusters intact to minimize any damage to the natural systems or formations.

ARTICLE 2.3 NEIGHBORHOOD REGULATING PLANS

- (a) Neighborhood Regulating Plans are used as the process to create new complete neighborhoods. Each neighborhood will be made of a series of blocks created for a variety of Street Types, Building Types, and Place Types.
- (b) Before preparing a Neighborhood Regulating Plan, review the B³ Code, Chapter 4 - Character Districts - and Chapter 5 - Development Patterns - to ensure the neighborhood complies standards set forth in those sections.
- (c) Neighborhoods include a mix of Place Types. Different types of neighborhoods have different allocations of Place Types. Urban Neighborhoods would have a larger land area designated as Place Types P4 or P5. Lower intensity neighborhoods would allocate more Place Types P3 and P4. The Place type allocation ranges can be found in Article 3.2 - Place Type Standards of the B³ Code.
- (d) The unique Character Districts in Bastrop provide for a wide range of neighborhood options. While most districts prefer a guided network of streets and blocks; some

districts promote rural developments with less intense development standards.

- (e) Neighborhood Regulating Plans using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop street network blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.
- (f) Neighborhood Regulating Plans in Character Districts will allow for Cluster Land Development (CLD), or Village Center Development (VCD); may create alternative designs to the block that best integrate with the existing site conditions. For more information on Development Patterns, see Chapter 5 - Development Patterns - in the B³ Code.
- (g) Creating a Neighborhood Regulating Plan is a three-step process. Specific requirements, standards, and recommendations are outlined in the Code and the pattern book and this B³ Technical Manual. Additional requirements and recommendations may be determined at pre-application meeting and site visit.
- (h) The specific standards for an application will be determined at the pre-application meeting.

- (i) A response will be issued by DRC to the applicant to summarize the pre-development meeting and site visit.

SEC. 2.3.001 STEP ONE: NEIGHBORHOOD REGULATING PLAN

- (a) Submission includes:
 - (1) Legal description & geographic location map;
 - (2) Block and Place Type designation;



Neighborhood Regulating Plan with 5 Neighborhoods

Rendering by Geoff Dyer

(3) Demonstrate the structure of the proposed neighborhood based on the standards associated with the property.

- A. The proposed neighborhood must allocate a variety of Place Types on sites over 3.4 acres or per block of development, as defined in the B³ Code.
- B. Each block may vary in design. Natural conditions, physical barriers, special site features, or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.

(4) Street network:

- A. The street network plan must show existing streets and the transition Street Types into the proposed neighborhood, in accordance with the Transportation Master Plan.
- B. A network of streets shall show streets to and through the development.

(5) Street Types:

- A. Each Street Type is scaled propositional to the associated Place Types and Building Types.

B. Blocks with Street Types with wider than 55.5 feet of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types, if compliant with the Transportation Master Plan.

C. Blocks with Street Types wider than 55.5 ft of right-of-way must also demonstrate the fiscal sustainability of the requested Place Types and Street Types.

D. Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.

(6) Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements, if applicable.

SEC. 2.3.002 STEP TWO: SUBDIVISION PLAT SUBMITTAL

(a) Subdivision Plat.

(b) See Chapter 1 - Subdivisions of the B³ Codes.

SEC. 2.3.003 STEP THREE: BUILDING PERMITTING

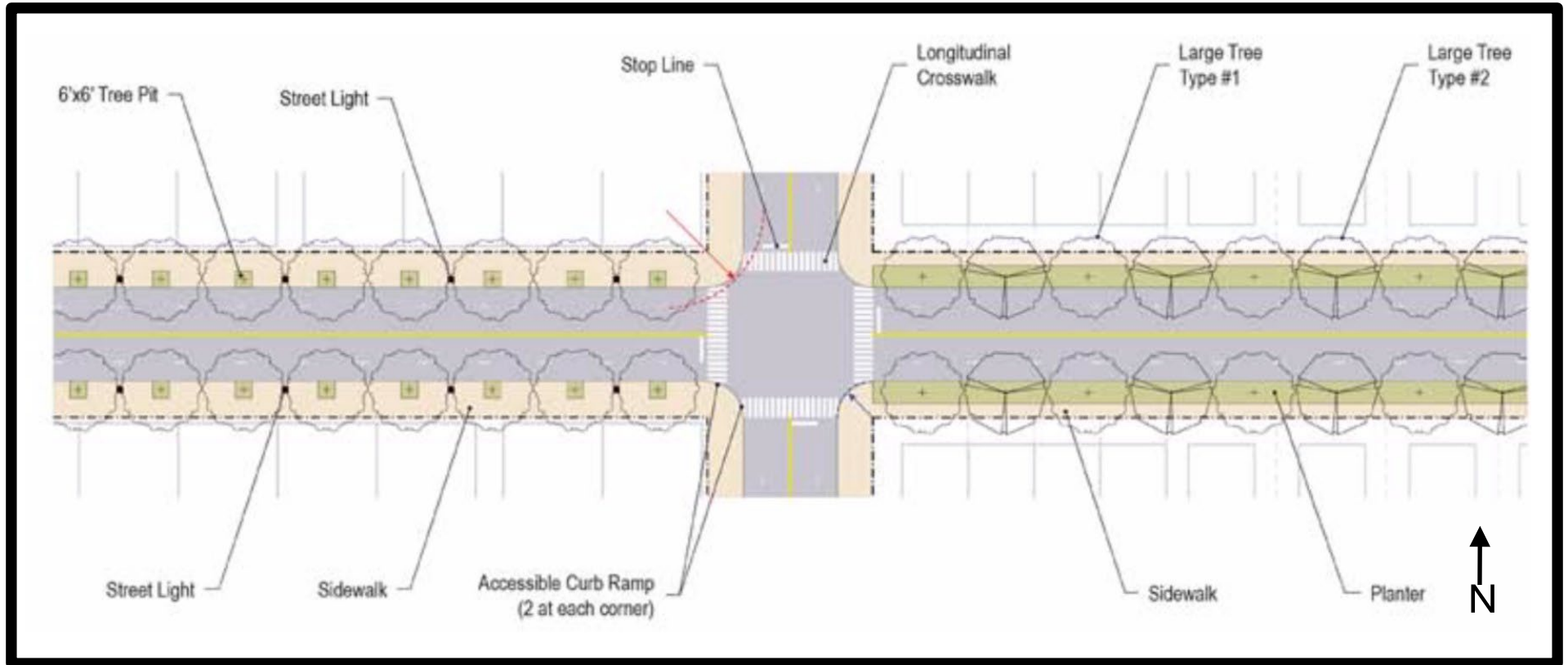
(a) Public Frontage:

Illustrate compliance with the Drainage, Civic Space, walkways, Street Trees, Public Infrastructure, and Public Furniture.

(b) Site Plan:

See Section 1.3.003 Site Plan Application and Review, for requirements.

DIAGRAM 1.1 PUBLIC FRONTAGE DIAGRAM EXAMPLE

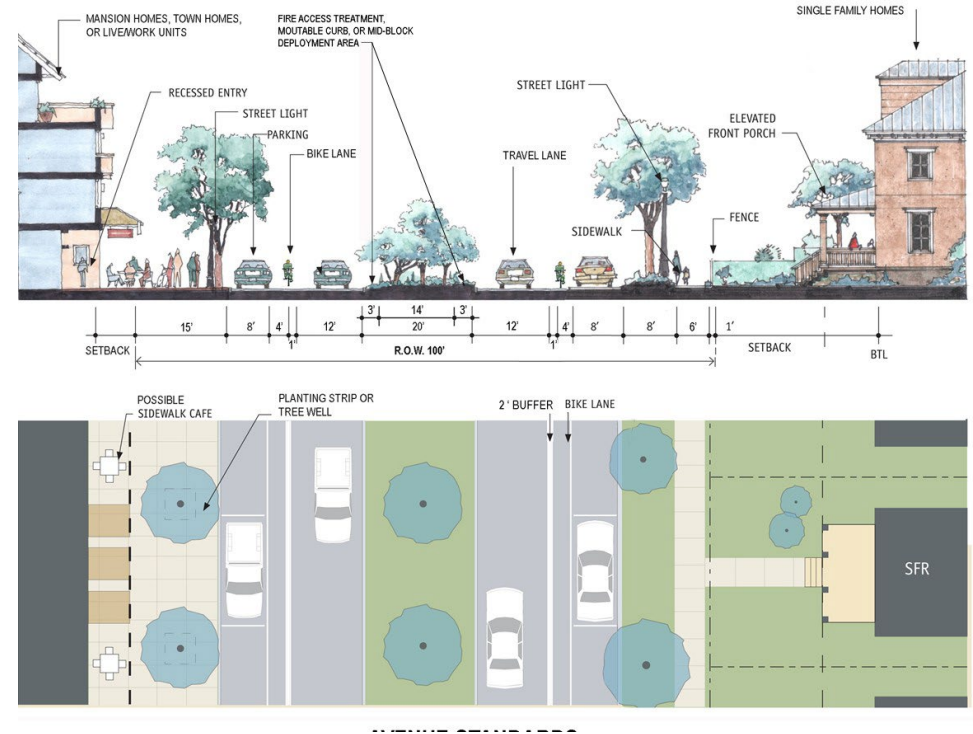


CHAPTER 3: PUBLIC IMPROVEMENT PLANS & THE PUBLIC REALM

This chapter presents the City's Public Improvement Plans (PIPs) and Public Realm standards and procedures to assist design professionals and applicants in preparing PIPs, plans and designs for a well-defined public realm.

3.1 PUBLIC IMPROVEMENT PLANS (PIPs)

3.2 INFRASTRUCTURE REQUIREMENTS



ARTICLE 3.1 PUBLIC IMPROVEMENT PLANS

The applicant is responsible for planning, constructing, and financing all public improvements associated with Subdivisions and land development. The applicant must have an engineer registered in the State of Texas prepare a complete set of improvement plans for constructing required improvements. Such plans shall be based on the approved preliminary plat, Place Type, Building Types, and DRC approval stipulations. The applicant must prepare these plans in conjunction and in conformance with the final plat. Improvement plans shall be subject to City approval prior to recordation of the final plat.

SEC. 3.1.001 REASONS FOR PUBLIC IMPROVEMENTS

- (a) Capital improvements.
- (b) Subdivisions.
- (c) Relocations for buildings, utility conflicts, infrastructure improvements, etc.
- (d) New building construction building improvements.
- (e) Connecting existing buildings to infrastructure.

SEC. 3.1.002 TYPES OF PUBLIC IMPROVEMENTS

- (a) Streets, sidewalks, signals, intersection, streetscape, and/ or paving.
- (b) Storm Sewer detention (See City of Bastrop Drainage Manual Chapter 6).
- (c) Water, Sanitary Sewer, trunklines, extensions.
- (d) Erosion control.

ARTICLE 3.2 INFRASTRUCTURE REQUIREMENTS

SEC. 3.2.001 WATER SYSTEM

- (a) The applicant shall provide all water lines necessary to properly serve each lot of the neighborhood and ensure that existing, and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The applicant shall bear all costs for extending water service from existing City water lines to the subdivision. All water lines and service connections shall meet the current City of Bastrop Construction Standards. The applicant shall submit a certificate to the Director of Planning and Development certifying that the system has been designed in accordance with the current

requirements of the State regulatory agency and the City of Bastrop.

SEC. 3.2.002 WATER LINES

- (a) Piping for water mains and connections shall be ductile iron, or AWWA C900 polyvinyl chloride pipe. Service piping shall be copper for all commercial services and polyethylene for all residential services as approved by the City Engineer. All pipe and fittings shall be new and unused. All pipe and fittings shall conform to the latest standards as adopted by the City in Chapter 6, Construction Standards.
- (b) When recommended by the City Engineer and approved by the City Council and so noted in the preliminary plat or final plat review, larger lines shall be installed.

SEC. 3.2.003 VALVES

- (a) At intersections of water distribution lines, the number of valves shall be one less than the number of radiating lines, 2 valves for tee connection, and 3 valves for cross connection). Valves shall be located at the P.C. or P.T. of the nearest property line. All valves shall conform to the latest standards of the American Water Works Association.

SEC. 3.2.004 FIRE HYDRANTS

- (a) Fire hydrants will be provided at a maximum spacing and shall meet the specifications per the IFC as adopted by the City. Hydrants shall be standard three-way post-type dry barrel hydrants complying to AWWA Standards with 6 inch or larger connections to mains.

SEC. 3.2.005 ON-SITE WASTEWATER SYSTEMS

- (a) Lots 0.5 acre or greater outside the wastewater CCN shall be permitted to utilize individual on-site sewage facility methods for sewage disposal; except that lots in subdivisions properly platted, approved, and recorded prior to April 20, 1981, shall be exempt from this 0.5 acre minimum lot size requirement, to the extent permitted by current design criteria for on-site sewage facilities and administrative rules of the state commission on environmental quality, or any successive agency.
- (b) All individual surface and subsurface methods for sewage disposal (including septic systems) within the City jurisdiction shall have a site-specific design by a registered professional engineer or a registered sanitarian; and such engineer or sanitarian shall, upon development completion, certify that the installation has been completed in accordance with that engineer's or sanitarian's approved design plans. Such certification and

plans shall be satisfactory to the City's designated representative (City Engineer).

- (c) Septic Systems will not be permitted within the wastewater CCN service territory of the City. No person may cause or allow the installation of an on-site sewage facility when any part of the facility is to be within 300 feet in horizontal distance (measured on the closest practical access route) of an existing TCEQ or any successive agency approved organized sewage disposal/collection system, unless one of the following requirements has been met.

- (1) An applicant has received a written denial of service from the owner or governing body of the Texas Commission on Environmental Quality or any successive agency approved organized disposal/ collection system; or

- (2) An applicant can make a request to the Director of Public Works for exemptions.

SEC. 3.2.006 STREET LIGHTING

- (a) Street lighting shall be provided by the applicant and shall be coordinated with Bastrop Power and Light or the electrical service provider department. Lighting levels

and fixtures vary by Place Type. For more information, see Article 7.5 Public Lighting in the B³ Code.

SEC. 3.2.007 STREETS AND ALLEYS

- (a) The applicant shall grade and construct all streets and alleys within the development to cross sections, grades, and standards in Construction Standards as approved by the City.

SEC. 3.2.008 SIDEWALKS

- (a) Sidewalks vary by Street Type and Place Type, and shall be determined during the Zoning Concept Scheme. During the Zoning Concept Scheme process, an applicant may submit a request for alternative sidewalk compliance to the DRC.
- (a) Place Type P1 and P2 will have meandering sidewalks or trails located into the natural setting within the public right-of-way. Design approval will be determined by the DRC.
- (b) P3 and P4 shall have a minimum of 5 foot sidewalks on both sides of the street or one 10 foot sidewalk located on one side of the street. Design and location approval will be determined by the DRC.

- (c) P5 Sidewalks shall be not less than 10 feet in width, parallel to and not more than 2 feet above or below adjacent curb grade, and shall be located according to the Street Type selected and inside the dedicated right-of-way line and situated wholly within the dedicated right-of-way.
- (d) The area between curb and sidewalk shall be excavated or filled to provide a uniform grade to match with the longitudinal street grade.
- (e) The ground elevation at the right-of-way line shall be not more than 2 feet nor less than 3 inches above the elevation of the top of the adjacent curb.
- (f) All sidewalks shall be of a continuing common surface, not interrupted by steps or abrupt changes in level.
- (g) Wherever walks end, cross streets or parking areas, they shall bend to a common level by constructing handicapped ramps in compliance with ADA dimensions and regulations.
- (h) All sidewalks shall be trowel smoothed on the surface. Construction details shall be in accordance with the City's Construction Standard specifications.

SEC. 3.2.009 STREET TREES

- (a) These standards and guidelines are designed to optimize conditions for street trees in all Place Types categories as defined in the B³ Code.
- (b) They address these key items:
 - (1) Soil Volumes based on Place Type, Street Type, and soil availability.
 - (2) 1,000 cubic feet for an individual large deciduous canopy tree. Alternative soil volume standards are defined for urban Place Types where recommended soil volume is not available.
 - (3) Design Methods to create soil volume where soil is not available. Design methods include soil cells to achieve soil volume, open soil areas, covered soil areas, and utility integration.
 - (4) Evaluate based on the Geographic Sensitive Nature of the B³ Code, these items shall be reviewed:
 - A. Height and Spread. Will the tree bump into anything such as power lines, awnings, tall trucks, etc. when mature?

- B. Is the tree deciduous or coniferous? Will it lose its leaves in the winter?
- C. Form or shape. A columnar tree will grow in less space. Round and V-Shaped species provide the most shade.
- D. Growth rate. How long will it take for your tree to reach its full height? Slow growing species typically live longer than fast growing species.
- E. Soil, sun, and moisture requirements.
- F. Hardiness zone indicates the temperature extremes in that a tree can grow.

SEC. 3.2.010 SOIL VOLUME

- (a) A tree's ability to grow and stay healthy is largely dependent on available rooting space. Trees in highly urbanized areas, where trees exist in small planting spaces with little available soil, tend to be short-lived with stunted growth. Trees in typical urban tree boxes rarely reach their full growth potential and cannot provide the wide range of environmental services that mature, healthy trees offer.

- (b) Trees need 2 cubic feet of soil volume for every square foot of crown area spread. A tree in a typical 4-foot by 6-foot street tree space has 72 cubic feet of available soil. This is not adequate space. When the roots cannot grow out of the box, the tree is expected to grow to a canopy spread of 8 feet before declining. Larger soil volumes will yield larger trees.
- (c) These guidelines focus on increased soil volumes as one of the best ways to enable larger and healthier trees to grow in cities.
- (d) Design Methods for Achieving Soil Volume. To achieve the required soil volume in areas where native soil is available, several methods can be used.

(1) Continuous Trenches:

- A. In areas where several trees are to be planted, the area shall be treated as one continuous trench, that connects several tree pits, to provide extra soil volume for root growth by allowing trees to share soil space, unless there are site constraints, and must be approved by the City Engineer.

(2) Shallow Geocellular Sandwich System:

- A. For uses with lightweight traffic, the sandwich system creates rootable soil volume for trees, underneath the hardscapes in urban areas. This system, also known as a suspended pavement system, consists of shallow, high-strength modular cells suitable for sub-base replacement that spread weight loads over a large area, preventing compaction of soil in the tree's root zone. At the same time, the open structure of the system prevents roots from causing any damage to the pavement and serves as a distribution and delivery mechanism for air and water for the entire rootable soil volume. This system can be used underneath sidewalks, bike-lanes, light weight traffic, and parking lots without reducing the available above ground urban space.
- B. Soil Cells are plastic structures designed to be filled between the voids with soil and covered with pavement. Tree roots grow in the soil between the structural supports. There are many brands on the market. Install per manufacturer's instructions.

(3) Root Paths:

- A. Native soils under or at back of sidewalk may count towards soil volume if there is an opportunity provided for the tree roots to pass under the paved area where they can grow at a normal rate and connect the tree to the adjacent open soil area. Root paths can make this connection.
- B. Root paths are narrow trenches, roughly 4" wide by 1' deep, installed in a compacted subgrade before the gravel base for pavement is added.
- C. A commercially available aeration mat material and quality topsoil can be added to the trench to support drainage. Root paths will be installed for new plantings during construction, at the time of subgrade preparation and before the paved surface is installed.
- D. Root paths extend radially from the tree pit and may connect to adjacent tree pits, and/or other nearby planting areas such as native soil, lawns, or civic space on the opposite side of the sidewalk from the street.

- E. Root paths may be most applicable in P4 and P5 areas where tree roots need to be directed around utilities and planting space is limited.

SEC. 3.2.011 DESIGN METHODS

- (a) Creating Soil Volume in Place Types, some P5 or EC, and some designs for P4:

- (1) For areas where little or no native soil is available, current research shows that soil cells are the best method for creating soil volume under pavement.
- (2) An open soil area is an unpaved area of soil surrounding a tree, that contains existing, new or amended soil. An open soil area may be planted or covered with mulch.
- (3) Open soil areas and benefit impervious surfaces and stormwater runoff.

- (b) Root Barrier:

- (1) Root barrier must be used in areas adjacent to sidewalks and buildings. Deflector barriers are acceptable. They must be 30" deep minimum and installed per manufacturer's instructions.

- (c) Tree Well Openings:

- (1) There must be space between the curb and the tree trunk. The opening around the base of the tree must allow a transition zone at maturity. For a 4' x 6' tree well opening at the mature trunk to flare as the tree matures. The minimum opening allowed is 4' x 6'.
- (2) A variety of pavements, both solid and permeable, can be used to create a covered tree space. Pavers, such as granite cobbles and permeable paver blocks, placed with gaps between the stones allow water to flow to the soil below. Tree grates are not encouraged. If used, they must have removable center rings so the tree opening can expand as the tree grows. A long-term maintenance plan is required to address issues such as a trunk growing into a grate, watering, mulch and soil that needs replenishing, pavers that must be leveled, etc.

SEC. 3.2.012 COORDINATION OF UTILITIES WITH SOIL CELLS

- (a) Using the Soil Cells in areas with utilities requires good coordination. The respective utility owners need to be involved in the conversation. They may have specific requirements that need to be addressed, such as vertical and/or horizontal separation, minimum depth/cover, or

protective measures such as encapsulating their lines in granular bedding or insulating them to prevent freezing.

- (b) In the event that Soil Cells will be installed over utility lines, it is also important to discuss what level of loading or ground pressure the utility line can withstand.
- (c) Soil Cells must have openings on all four sides and because there is a considerable amount of void space in each frame, running utilities through the Cell frames is a simple way to integrate utilities directly in to the system. This approach can be applied to new or existing utilities.
- (d) Each frame is its own separate component and can be maneuvered to leave the utility inside of the frame.

Note: This method is not applicable to storm, sanitary sewer, or water mains.

SEC. 3.2.013 STREET TREE SPECIFICATIONS

(a) These standards are for all Street Trees, in all Place Types:

(1) Spacing:

- A. One 4" caliper canopy tree shall be planted in the public right-of-way along the length of the lot frontage at a minimum spacing of 30 feet.

(2) Overhead Conflict:

- A. Where there are conflicts with overhead lines, Understory trees shall be planted in the public right-of-way along the length of the lot frontage at a minimum spacing of 15 feet and a maximum spacing of 30 feet.

(3) Tree Species:

- A. Shall be chosen from Table 2.1.003 - Preferred Plant List.
 - i. Only use nursery-grown material that complies with all required inspection, grading, standards, and plant regulations in accordance with the latest edition of the 'American Standard for Nursery Stock'.

- B. Provide sound, healthy, vigorous, freshly dug, nursery-grown stock, free from plant diseases ,and insect eggs. Heeled-in stock or stock from cold storage will not be accepted.

(4) Provide plants:

- A. With healthy, normal root systems.
- B. That have been grown for at least 2 years under climatic conditions similar to those where scheduled for planting.
- C. That have been grown in properly spaced blocks.
- D. That have been transplanted or root pruned at least twice, and at least once in the past three years.
- E. That have a habit of growth normal for the species.
- F. With symmetrical growth typical for the variety and species. Match plants for symmetry of a grouping where required.

(b) Delivery, Storage, and Handling:

- (1) All plant materials shall be handled and packed in accordance with good nursery practices. Material shall be adequately protected during transit to prevent windburn, drying, or overheating. Upon delivery, plant materials will be adequately protected from the sun, freezing, and/or drying winds.
- (2) When plants cannot be planted immediately after delivery:
 - A. Place plants on clean surface, in protected area, away from heat-gaining materials such as pavements and masonry.
 - B. Cover roots and root crowns with moist sod or approved mulch to protect them from sun and wind.
 - C. Water as necessary to keep them in good condition.
 - D. Where required, plant materials may be stored in a temporary shed or by heeling- in, using good nursery practice.

- (3) Plant materials that are not adequately protected, left out of the ground un-protected overnight, left with roots exposed to the sun, improperly protected during transit, unloading, heeling-in, or during the planting operation shall be rejected and removed from the development.

(c) Protection of Plant Materials:

- (1) Protect existing trees and other vegetation identified to remain in place against unnecessary cutting, breaking, and skinning of roots, skinning and bruising of bark, smothering of trees by stockpiling construction materials, or excavated materials within the drip line, excess foot or vehicular traffic, or parking of vehicles within the drip line. Provide temporary fences, barricades, or guards as required to protect trees and vegetation to be left standing.
- (2) Provide protection for roots over 1-1/2 inches in diameter that are cut during construction operations.
- (3) Temporarily cover all exposed roots with wet burlap to prevent roots from drying out. Provide earth cover as within 24 hours, making sure that burlap is kept wet until such time.

- (4) Repair or replace trees and vegetation damaged by construction. Damaged trees are to be repaired and restored to full growth status, as determined by a qualified tree expert or arborists.

- (5) No equipment, materials, trash, or other debris will be stored under trees to remain.

(d) Tree Pits:

- (1) Pits shall be circular in outline. Pit depths shall be measured in relation to finished grade.
- (2) Planter boxes and container grown plants:
 - A. Diameter: 2 times wider than rootball.
 - B. Depth: as deep as rootball.
 - C. Where pit depth is over-excavated, backfill with prepared topsoil to fill depth so that balls will be at correct height.

(e) Planting Trees:

- (1) In individual pits, set plants so that after settlement they will be one quarter above finished grade.
- (2) Center plants in pits and place them upright.

(3) Face each plant to give best appearance to closest observation point.

(4) Cut off broken, frayed, and dead roots.

(5) Handle plants to prevent damage.

(6) Set tree in pit. Thoroughly wet burlap. Loosen tie material and carefully roll back burlap so that ball is not broken. Cut the loose burlap and tie material. Pull back one-third of burlap. Do not pull tie material or burlap out from under balls.

(7) Before planting container grown plants, carefully remove from container and unwind any circulating roots; if bent cut back just behind the bend; or cut the roots back 1 inch on all sides and the bottom.

(f) Backfilling Tree Pits:

(1) Place prepared soil mixture medium until pit is approximately 3/4 full.

(2) Compact and settle soil by watering thoroughly. After water has soaked in, complete backfilling to finished grade and again compact and settle soil by thoroughly soaking.

(3) If further settling occurs, add additional soil so that finished backfilling is even with finished grade. Do not fill above root flare.

(4) Form ridge of soil around individual trees to form ring to hold water.

(5) Reinspect trees to ensure they take root over the next 3 weeks.

CHAPTER 4: SUBDIVISION PLAT SUBMISSION REQUIREMENTS

4.1 PLAT SUBMISSION

4.2 PLAT REQUIREMENTS

4.3 INCOMPLETE SUBMISSIONS

4.4 AUTHORITY RESPONSIBLE FOR APPROVAL

4.5 ACTION TAKEN BY PLANNING & ZONNG COMMISSION

4.6 EXPIRATION OF PRELIMINARY PLAT APPROVAL

4.7 RESPONSIBILITY

4.8 RECORDATION

4.9 FEES

ARTICLE 4.1 PLAT SUBMISSION

(a) The Applicant shall submit a plat of the entire area being subdivided. Each application shall contain the following documents in order to be deemed administratively complete. If all items are not present, the application will not be accepted. The submission will be considered a filed application on the next Uniform Submittal Date after which the submission has been considered administratively complete.

(1) Completed and signed Planning Application.

(2) Agent Authorization Letter.

(3) Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the B³ Code or B³ Technical

Manual, and would not generally apply to other properties in the area, and contain signatures of owners of all lots within the original subdivision, if not under common ownership.

(4) Bastrop Central Appraisal District Map highlighting the subject property.

(5) Copy of deed showing current ownership.

(6) Copy of current tax statement of account or tax receipt showing taxes have been paid.

(7) Plat prints, collated and folded:

	Prints	#	Size
(a)	Plat	8	24" x 36"
(b)	Preliminary Drainage Study (if submitting a Preliminary Plat)	8	11" x 17"
(c)	Infrastructure Plan	8	24" x 36"

	Prints	#	Size
(d)	Letter outlining Special District requirements and how those required are addressed on the plat, if Place Type zoning is derived from a Special District	8	8.5" x 11"

(8) Utility Easement Release approvals from all utility providers.

(9) Proof of ability to serve by each proposed utility or completed utility evaluation by the City, if utility is provided by the City.

(10) **Digital Submittal:** Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the Applicant.

A. **PDF 1** - Main Application Materials shall be one document and include:

- ii. Title page called Application - (Specify Project Name),
- iii. Completed Application,
- iv. Agent Authorization Form,
- v. Waiver Letter, and
- vi. Project Description Letter.

B. **PDF 2** - Plats & Utilities shall be one document and include:

- i. Title page called Plat Details - (Specify Project Name),
- ii. Plat(s),
- iii. Drainage study, and
- iv. Infrastructure Plan.

C. **PDF 3** - Remaining Checklist Items shall be one document and include:

- i. Title page called Checklist Items - (Specify Project Name),

ii. Tax map,

iii. Deed(s),

iv. Tax certificate, and

v. Special District information (if applicable).

required by this chapter.

(15) Proof that all contractors have been paid.

(16) Include a shape file of the platted property only if said property has four (4) or more lots.

D. **GIS or AutoCAD Files** – Properties with four (4) or more lots should include files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file; AutoCAD dwg file spatially referenced using NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet. should be Parcels_ProjectName and Easements_ProjectName.

(11) Plat filing fee shall be paid at the time of the submission as set forth in City of Bastrop Code of Ordinances - Appendix A, Fee Schedule.

(12) Copy of original plat, if filing an Amending Plat or Replat.

(13) Proof of approved variances and warrants, if any.

(14) All other required submittals and approvals

ARTICLE 4.2 PLAT REQUIREMENTS

The plat shall be drawn to scale and shall show or be accompanied by the following information:

AP - AMENDING PLAT

MP - MINOR PLAT

RP - REPLAT

PP - PRELIMINARY PLAT

FP - FINAL PLAT

a) Plat Detail	AP	MP	RP	PP	FP
1. The name of the subdivision, which shall not duplicate an existing or pending subdivision.	X	X	X	X	X
2. The total acreage and the proposed total number of lots and blocks within the subdivision and the total acreage of rights-of-way.	X	X	X	X	X
3. The name of the owner and address. 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.	X	X	X	X	X

a) Plat Detail	AP	MP	RP	PP	FP
4. The name of the licensed public surveyor and licensed engineer, when required, responsible for preparing the plat.	X	X	X	X	X
5. Scale: 1" = 100'.	X	X	X	X	X
6. North arrow, north to be at top of sheet, if possible.	X	X	X	X	X
7. Legend, depicting all symbols, located beside the plat sketch.	X	X	X	X	X
8. Date, revision block, and each revision shall bear a new date.	X	X	X	X	X
9. Applicable Plat Notes as shown in Article 4.2b	X	X	X	X	X
10. Ownership boundaries shall be drawn in very heavy lines and shall include overall dimension and bearings.	X	X	X	X	X
11. Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.	X	X	X	X	X
12. A tie to an original corner of the tract of land of which subdivision is a part.	X	X	X	X	X
13. Name and location of adjacent subdivision, streets, easements, pipelines, water courses, etc. and the property lines and name of all adjoining property owners.		X	X	X	X
14. Name and location of adjacent subdivisions, streets, and property lines.	X				

a) Plat Detail	AP	MP	RP	PP	FP
15. 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.		X	X	X	X
16. Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys, and easements.	X	X	X	X	X
17. Proposed features to be dedicated for public use including location, right-of-way, pavement width, surfacing, and name of streets; approximate width and depth of all lots; and location of building lines, alleys, parks, squares, public easements, sanitary facilities, utilities, and sanitary control easements.	X	X	X	X	X
18. Lot and block lines and numbers of all lots and blocks proposed to be created with complete dimensions for front, rear and side lot lines.	X	X	X	X	X
19. Floodway, 100-year flood plain and finish floor elevation.	X	X	X	X	X
20. Locations and size of dimensions of existing utilities, drainage facilities, streets, alleys, and easements.	X	X	X	X	X
21. 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.	X	X	X	X	X

a) Plat Detail	AP	MP	RP	PP	FP
22. Key Map. A key map showing relation of subdivision to well-known streets in all directions to a distance of at least one (1) mile.	X	X	X	X	X
23. 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.		X	X	X	X
24. A complete legal description by metes and bounds of the land being subdivided (field notes).		X	X	X	X
25. For streets to be dedicated: 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.			X		X
26. For water courses and easements to be dedicated: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Travers 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 or utilities.			X		X

a) Plat Detail	AP	MP	RP	PP	FP
27. 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.			X		X
28. A certificate of approval to be signed by the Planning & Zoning Chair shall be placed on the face of the plat.			X		X
29. The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat.			X		X
30. Phasing Plan				X	

b) Standard Plat Notes	AP	MP	RP	PP	FP
1. The Benchmarks used are <u>INSERT BENCHMARK DATA AND MONUMENT DATA</u> .	X	X	X	X	X
2. Water service is provided by the <u>INSERT NAME OF PROVIDER</u> .			X	X	X
3. Wastewater service is provided by <u>INSERT NAME OF PROVIDER</u> .			X	X	X
4. Electric service is provided by <u>INSERT NAME OF PROVIDER</u> .			X	X	X
5. All easements of record as indicated on the most recent title run, dated <u>INSERT DATE</u> , conducted by <u>INSERT NAME</u> for this property are shown on this plat.	X	X	X	X	X
6. This Plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on <u>INSERT APPROVAL DATE</u> .					X
7. All subdivision permits shall conform to the City of Bastrop Code of Ordinances, public improvement standards, and generally accepted engineering practices as defined in Chapter 1, Subdivisions of the B ³ Code.			X	X	X
8. Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of Bastrop prior to any construction within the subdivision.				X	X

b) Standard Plat Notes

	AP	MP	RP	PP	FP
9. The owner of this subdivision, and his or her successors and assigns, assumes sole responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Bastrop. The owner understands and acknowledges that plat vacation or re-platting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements.			X	X	X
10. By approving this plat, the City of Bastrop assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the sole responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals and/or Certificate of Occupancy.				X	X
11. Fiscal surety for subdivision construction, in a form acceptable to the City of Bastrop, shall be provided prior to plat approval by the City.				X	X
12. No lot in this subdivision shall be occupied until connected to the approved water distribution and wastewater connection facilities.			X	X	X
13 Wastewater and Water systems shall conform to Texas Commission on Environmental Quality (TCEQ).			X	X	X
14. All utilities will be underground.	X	X	X	X	X
15. Impact fees shall be assessed in accordance with the ordinance effective at the time of platting.		X	X	X	X

b) Standard Plat Notes	AP	MP	RP	PP	FP
16. Developer or property owner shall be solely responsible for all relocation and modifications to existing utilities.	X	X	X	X	X
17. A portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # <u>STATE NUMBER</u> for Bastrop County, Effective <u>INSERT DATE</u> , <u>INSERT COMMUNITY NUMBER</u> Community Number, and is on Zone <u>INSERT ZONE</u> .	X	X	X	X	X
18. Temporary and permanent easements to be provided, as required at the City's sole discretion for off-site improvements.			X	X	X
19. As shown hereon, a ten (10) foot wide public utility easement (P.U.E.) is hereby dedicated adjacent to street Rights-of-Way on all lots. A five (5) foot wide P.U.E. is hereby dedicated along each street and rear lot line. (Change to 20 foot adjacent to ROW in BP&L service area.)	X	X	X	X	X
20. Property owner shall provide for access to all easements as may be necessary and shall not prohibit access by government authorities.	X	X	X	X	X
21. No building, fences, landscaping, or other structures are permitted within drainage easements shown, except as approved by the City of Bastrop and/or Bastrop County.	X	X	X	X	X
22. All easements on private property shall be maintained by the property owner or his or her assignees.	X	X	X	X	X

b) Standard Plat Notes

	AP	MP	RP	PP	FP
23. No lot or structure shall be occupied prior to the Applicant submitting to the City of Bastrop documentation of subdivision/site registration with the Texas Department of Licensing and Regulations (TDLR) and provide documentation of review and compliance of the subdivision construction plans with Texas Architectural Barriers Act (TABAA).					X
24. Erosion and sedimentation controls constructed in accordance with the Subdivision Ordinance of the City of Bastrop are required for all construction on each lot, including single family and duplex construction.		X	X	X	X
25. Public utility and drainage easements where shown and/or described hereon are intended to indicate an easement for construction, operation, and maintenance of public utilities and drainage ways; including, but not limited to, sanitary sewers, force mains, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines.		X	X	X	X
STANDARD PLAT NOTES SPECIFIC TO CITY LIMITS:					
26. Sidewalks shall be constructed in accordance with the Subdivision Chapter of the B ³ Code.	X	X	X	X	X
27. Prior to construction of any improvements on lots in the subdivision, building permits will be obtained from the City of Bastrop.		X	X	X	X
28. Building setbacks shall be in accordance with the Subdivision Chapter of the B ³ Code.	X	X	X	X	X

b) Standard Plat Notes**AP MP RP PP FP****STANDARD PLAT NOTES SPECIFIC TO EXTRATERRITORIAL JURISDICTION:****29** A Bastrop County development permit is required prior to any site development.**X X X X X****STANDARD PLAT NOTES SPECIFIC TO BASTROP POWER & LIGHT:****30** Blanket Temporary Access and Construction Easement Document # INSERT NUMBER has been provided for construction access.**X X X X****31** Upon completion of construction and installation of the Electric Facilities on the Property, the developer/owner shall have the Permanent Utility Easement (20 foot easement, to include a 10 foot buffer around all non-opening sides and a 20 foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated as such time BP&L accepts and records the Permanent Public Utility Easement.**X X X****32** Any public utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide such providers with any easement and or access required, in addition to those indicated, for the installation and ongoing maintenance of public utilities.**X X X X X**

b) Standard Plat Notes

	AP	MP	RP	PP	FP
33 The owner shall be responsible for installation of temporary erosion control, re-vegetation, and tree protection for electric utility work required to provide electric service to this project.		X		X	X
34 All fees must be paid before materials are ordered or construction of electric facilities will be scheduled.		X		X	X
35 Line extension fees are required to be assessed at the time of platting. Provide electric load calculations, number of services, or plans for review.		X	X	X	X

STANDARD PLAT NOTES, WHEN APPLICABLE:

36 Variance from <u>INSERT CODE AND VARIANCE DESCRIPTION</u> was approved by the City of Bastrop on <u>INSERT DATE</u> .	X	X	X	X	X
37 Residential corner lots on unequal class street shall only access the street with the lower classification. Access for <u>INSERT LOT</u> is prohibited to <u>INSERT STREET NAME</u> .	X	X	X		X
38 All restrictions and notes from the previous existing subdivision, <u>INSERT SUBDIVISION NAME</u> , recorded in <u>INSERT RECORDATION NUMBER</u> , plat records, Bastrop County, Texas, shall apply to this plat.	X		X		X

c) Signature Block

AP	MP	RP	PP	FP
		X	X	X

1 Planning & Zoning Commission Approval Format

Approved this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. by the Planning & Zoning Commission of the City of Bastrop, Texas.

Approved:

Attest:

Planning & Zoning Commission Chair

City Secretary

c) Signature Block

AP	MP	RP	PP	FP
X	X			

2 Administrative Approval Format

Administratively approved and accepted by the City of Bastrop this INSERT DAY day of INSERT MONTH, INSERT YEAR.

Approved:

Attest:

City Manager

City Secretary

Director of Planning & Development

c) Signature Block	AP	MP	RP	PP	FP
3 Certificate of the Licensed Public Surveyor	X	X	X	X	X

The State of Texas§ County of

Bastrop§

KNOW ALL MEN BY THESE PRESENTS

That I, INSERT NAME, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.

Signature and Seal of Registered Public Surveyor

Date

c) Signature Block**AP****MP****RP****PP****FP****4 Certificate of the Licensed Engineer****X****X****X****X****X****The State of Texas§****County of Bastrop§****KNOW ALL MEN BY THESE PRESENTS**

That I, INSERT NAME, do hereby certify that the information contained on this plat complies with the subdivision regulations for the City of Bastrop, Texas and that the 100 year flood plain is as shown and will be contained within the drainage easement and or drainage right-of-way, as shown hereon.

Signature and Seal of Registered Engineer**Date**

c) Signature Block

AP

MP

RP

PP

FP

5 Owner's Signature Block

X

X

X

X

The State of Texas§

County of Bastrop§

KNOW ALL MEN BY THESE PRESENTS

That we, INSERT NAME(S) OF OWNER(S), being the owners of INSERT NUMBER OF ACRES acres out of INSERT LEGAL DESCRIPTION, according to the map or plat recorded in Plat Cabinet INSERT NAME, Page INSERT NUMBER, plat records of Bastrop County, Texas and as conveyed to us by deeds recorded in Instrument Number INSERT NUMBER of the official public records of said county do hereby subdivide said land with the plat shown hereon, to be known as INSERT SUBDIVISION NAME subject to easements and restrictions heretofore granted and not released and do hereby dedicate any streets and/or easements shown hereon to the public.

Witness my hand this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.

Property Owner Name

Property Owner Address

c) Signature Block**AP****MP****RP****PP****FP****6 County Clerk Signature Block****X****X****X****X****X****The State of Texas§****County of Bastrop§**

I, INSERT COUNTY CLERK'S NAME, County Clerk of Bastrop County, Texas, do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for record in my office on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. at INSERT HOUR o'clock INSERT AM BEFORE NOON or PM AFTER NOON, in the plat records of Bastrop County, Texas in Plat Cabinet INSERT NAME, Page INSERT NUMBER.

Filed for record on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.

Deputy County Clerk, Bastrop County, Texas

ARTICLE 4.3 INCOMPLETE SUBMISSIONS

All plat submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Plat Schedule of Uniform Submittal Dates adopted annually in September by City Council.

ARTICLE 4.4 AUTHORITY RESPONSIBLE FOR APPROVAL

The municipal authority responsible for approving plats is the City of Bastrop Planning & Zoning Commission unless authority is granted to the Director of Planning & Development for Administrative Plats.

ARTICLE 4.5 ACTION TAKEN BY PLANNING & ZONING COMMISSION

(a) The Planning & Zoning Commission or Director of Planning & Development, as appropriate, shall approve, approve with conditions, or disapprove a plat within 30 days after the date the plat is filed on a Uniform Submittal Date in accordance with Chapter 212, Section 212.009. A

plat is considered approved by the municipal authority unless it is approved with conditions or disapproved within that period.

- (b) If the plat is disapproved, the Planning & Zoning Commission or Director of Planning & Development, as appropriate, shall provide a written statement to the Applicant listing the deficiencies that the plat has as related to specific City ordinances or state law.
- (c) After disapproval, the Applicant may submit to the City a written response that remedies each reason for disapproval provided on a Uniform Submittal Date. If the Applicant responds to the written comments, the Planning & Zoning Commission or Director of Planning & Development, as appropriate, will approve or disapprove the plat within 15 days of resubmission. If disapproved, the Planning & Zoning Commission shall provide a written statement to the Applicant listing the deficiencies the plat has as related to specific this Code or state law.

ARTICLE 4.6 EXPIRATION OF PRELIMINARY PLAT APPROVAL

Approval of the Preliminary Plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the Final Plat. The approved Preliminary Plat shall expire 2 years from the date such plat was approved, if no progress has been made towards completion of the project pursuant to Texas Local Government Code Chapter 245, Issuance of Local Permits, Section 245.005 - Dormant Projects, and the Bastrop Code of Ordinances.

ARTICLE 4.7 RESPONSIBILITY

Notwithstanding the approval of any Final Plat by the Planning & Zoning Commission, the Applicant and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or construed to relieve or waive the responsibility of the Applicant's engineer with respect to any plat submitted.

ARTICLE 4.8 RECORDATION

After approval of the plat and only after the approval statement in the Plat Signature Blocks has been executed, the City shall file the original of the plat in the Bastrop County Clerk's office after all public improvements, if required, have received final acceptance in accordance with all City Ordinances and the B³ Technical Manual or posted fiscal security under this Code. One copy of the plat shall be provided to the Director of Planning & Development for filing. The plat shall be submitted on a 24" x 36" mylar sheet(s) with all appropriate signatures provided on the City of Bastrop signature blocks. A current copy of a tax certificate showing all taxes have been paid will be required prior to the City filing the plat with the County.

ARTICLE 4.9 FEES

- (a) Platting fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A - Fee Schedule.
- (b) An application is not administratively complete until all applicable fees have been submitted.

APPENDIX A: DOCUMENTS TO REFERENCE

BASTROP BUILDING BLOCK (B³) CODE

CITY OF BASTROP CONSTRUCTION STANDARDS MANUAL CITY OF

BASTROP DRAINAGE DESIGN MANUAL

CITY OF BASTROP CODE OF ORDINANCES APPENDIX A
-FEE SCHEDULE

CITY OF BASTROP PATTERN BOOK

CITY OF BASTROP DEVELOPMENT MANUAL