



# Warrant Checklist

## Process Overview

1. Complete Warrant Request, which includes: Application and Checklist Items
  - a. Incomplete submittals will not be accepted
2. Development Review Committee will consider request and issue a Formal Action
3. If approved, submit the next applicable Planning or Permitting Application
4. If denied, plans will need to follow the B<sup>3</sup> Code requirements, or the applicant may file an appeal to the Planning & Zoning Commission.
5. If denied at the Planning & Zoning Commission, within 10 days of the action, the applicant may file an appeal to the City Council.

## Requirements for a Warrant

- The Bastrop Building Block (B<sup>3</sup>) Code contains Intent Statements for the B<sup>3</sup> Code, Character Districts, Development Patterns, the Public Realm, and Private Realm. Any deviations from the standards of the B<sup>3</sup> Code require the applicant to justify why the changes are necessary and how they meet the Intent of the Code.
- The applicant bears the burden of proof in establishing the facts justifying a warrant.

## Submittal Package Checklist Items

- Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter describing your project
<input type="checkbox"/>	<input type="checkbox"/>	Copy of deed showing current ownership
<input type="checkbox"/>	<input type="checkbox"/>	Copy of current tax certificate showing taxes have been paid
<input type="checkbox"/>	<input type="checkbox"/>	Code Sections requiring a Warrant (see form below)
<input type="checkbox"/>	<input type="checkbox"/>	Justification for how requested deviations from the B <sup>3</sup> Code meet the Intent Statements (see form below)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of plans showing all details of the request
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – See requirements below. Application will not be accepted if not received in the format specified in the requirements section.

## Digital Submittal

Please try to have all files uploaded into MyGov in PDF format





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**Justification for Request**

An Intent Statement providing justification for a Warrant Request to be considered.

Intents of the B<sup>3</sup> Code

1. Fiscal Sustainability

2. Geographically Sensitive Developments

3. Perpetuation of Authentic Bastrop