



Platting Exemption Determinations

Explanation

A Platting Exemption Determination, sometimes known as a lot of record verification, is a document provided by the City acknowledging whether a particular tract of land is eligible for an exemption from subdivision platting. To determine if property meets the requirements for an exemption, the City may review various records, including property descriptions from deed records and/or surveys tracing prior to April 20, 1981, survey of improvements existing prior to November 12, 2019 and proposed additions to existing residential structures; or other property documentation.

A parcel boundary used for property taxation or conveyed by deed to transfer ownership or title is not necessarily indicative of a lawfully created division of land. A determination letter from the City does not make claims as to ownership, title, or boundary locations.

Policy Statement

The City of Bastrop Code of Ordinances states the following regarding Exceptions:

Code of Ordinances Chapter 10 - Subdivisions

Section 10.02.006

A recorded Subdivision or development Plat is required prior to the issuance of a building permit with the following exceptions:

- (a) Permits for an Accessory Building not connected to wastewater service.
- (b) Permits for repair or remodeling of an existing Structure that involves no increase in square footage.
- (c) Demolition permits, or permits for Removal of a Structure from a parcel or tract.
- (d) Permits for new Construction or expansion, if all the following criteria are met:
 - (1) The current boundaries of the property existed in the same configuration on April 20, 1981; and
 - (2) The Director of Planning & Development has determined there is no need for additional easements or right-of-way dedication.
- (e) Exceptions for Infill Development:
 - (1) For the purposes of this Subdivision Chapter, an Infill property is land that has been previously developed and/or cleared land within existing neighborhoods.
 - (2) Exceptions to platting in these areas are for:
 - A. Construction of a Residential Dwelling and related Accessory Structures.
 - B. Permits for the expansion of existing Building up to a maximum of 50% of the original floor area.

Section 10.02.005

(c) A lot of record will be recognized if the property:

- Was created by a subdivision procedure; or
- Is currently in the same size, shape, and configuration as it was prior to April 20, 1981, as established by a comparison of property descriptions found in deeds or property transfer documents.
- Is greater than 5 acres with access to a public road and municipal utilities.



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How to look up your deeds at the Clerk's Office:

- Copies may be purchased at the Clerk's Office at the County Courthouse:
 - 803 Pine Street #112 Bastrop, TX 78602
- Ask for assistance locating deeds for Lot of Record or Platting Exemption Status for the City. Provide the property address, parcel ID, and/or legal description. Often, survey or document that transferred ownership will provide a deed reference that is a good starting place for research.

Materials to submit with your request (if a recorded plat does not exist for the property):

- Average time for City to process application: 14 – 21 days*
- A copy of the most recent survey of the property and/or deed with the metes and bounds description
- Deed or property transfer documents from the most recent back to a date older than April 20, 1981.
- Existing site layout and proposed project description

**Review time and amount of research required by City is dependent upon number and complexity of deeds and supporting documentation*

Please complete the application at <https://web.mygov.us> and provide the required information. Additional information may be requested during document review. If you have questions about this process, please contact staff at the Planning and Development Department, 1311 Chestnut Street, Bastrop, Texas 78602, phone (512) 332-8840.