



Warrant Checklist

Process Overview

1. Complete Warrant Request, which includes: Application on MyGov 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 B³ 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 (B³) Code contains Intent Statements for the B³ Code, Character Districts, Development Patterns, the Public Realm, and Private Realm. Any deviations from the standards of the B³ 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 Application on MyGov
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter describing the project and what will be accomplished by this submittal
<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 ³ Code meet the Intent Statements (see form below)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of plans showing all details of the request



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Justification for Request

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

Intents of the B³ Code

1. Fiscal Sustainability

2. Geographically Sensitive Developments

3. Perpetuation of Authentic Bastrop