



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

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**Please complete all of the following information (type or print):**

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning District (if inside city limits): \_\_\_\_\_

**Owner / Developer (applicant):**

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Agent:**

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Engineer / Surveyor (all plats must be prepared by a licensed engineer or land surveyor):**

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_

(STAFF USE ONLY) Date Submitted: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

## ADMINISTRATIVE PLAT APPLICATION

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the Agent. If no agent is listed, the Owner will be considered the Agent.**

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

**The following items are required to be submitted to the Planning Department or included on the subdivision plat in order for the Subdivision Application to be accepted for review.**

- \_\_\_ 1. Completed and signed application/checklist. Provide a brief letter explaining the number of lots you are proposing and if these are residential or commercial lots.
- \_\_\_ 2. Prints of plat--**Collated and Folded, 24" x 36" and one 11" x 17"**. (Submit 6 prints of plat within City, 5 prints when in ETJ- Area A)
- \_\_\_ 3. Two (2) copies **each**: \_\_\_drainage study and three (3) copies **each**: \_\_\_utility schematic/plan. If outside the City, three (3) copies.
- \_\_\_ 4. A tax map highlighting the subject property.
- \_\_\_ 5. Copy of deed showing current ownership and a copy of the current tax certificate showing taxes have been paid.
- \_\_\_ 6. Signed Waiver Letter- see attached
- \_\_\_ 7. Planning Dept. Review Fee: \$450.00  
\*\*Does not include County recording fees.
- \_\_\_ 8. Park Land Fee, in lieu of dedication of land, Section 8 of the Subdivision Ordinance:  
\$250.00 (per lot, if applicable)
- \_\_\_ 9. 3 copies of the recorded final plat. Check with Bastrop County Clerk's office to see if this property is part of/within an existing recorded plat.
- \_\_\_ 10. Is this plat a part of an approved Planned Development? (Y/N) If yes, name of PD:  
\_\_\_ A) Provide letter and 3 copies, outlining PD development requirements and how they are addressed on the plat.

Note: No partial submittals will be accepted by this office.

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The following shall be provided in accordance with the plat details stated in Section 4.40.3 of the subdivision ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required in other sections of the City’s development ordinances are provided to facilitate completion of the administrative procedures application. However these references are not inclusive of all regulations applicable to the proposed development, and must conform to the conditions and requirements in accordance with Local Government Code Section 212.0065.

The applicant is encouraged to contact the Planning Department with any questions regarding the required information. Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

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

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|-------------------------|---|--|--|--|--|
|                         | <b>an original corner of the original subdivision or tract of which said land is a part; the date, north point and total acres in the proposed subdivision or lots.</b>                               |  |  |  |  |
| <b>Section 4.40.3.B</b> | <b>The certificate of the licensed public surveyor and/or licensed engineer who surveyed, mapped and monumented the land shall be placed on the face of the plat as described in Section 4.40.3.B</b> |  |  |  |  |

| To Be Completed By Applicant<br>Indicate Below Compliance With The Following. |  |     |    |          | To Be Completed<br>By Staff |
|---|--|-----|----|----------|-----------------------------|
|   |  | Yes | No | Comments | Reviewed By:                |
| <b>Section 4.40.3.C</b>   | <b>A certificate of ownership acknowledged before a notary public by the owners and any holders of liens against the land.</b>   |     |    |          |                             |
| <b>Section 4.40.3.D</b>   | <b>An accurate on-the-ground boundary survey of the property showing bearing and distances and the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.</b> |     |    |          |                             |
| <b>Section 4.40.3.E</b>   | <b>A certificate of approval to be signed by the mayor shall be placed on the face of the plat. See Section 4.20.3.</b>  |     |    |          |                             |
| <b>Section 4.40.3.F</b>   | <b>The plat shall show all existing features within the area being subdivided, amended or replatted such as existing drainage, easements, width of adjacent streets and alleys and existing utility easements.</b>   |     |    |          |                             |
| <b>Section 4.40.3.G</b>   | <b>Lot lines and numbers of all lots proposed to be created with complete dimensions for front, rear and side lot lines.</b>   |     |    |          |                             |

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|-----------------------------|---|--|--|--|--|
| <b>Section<br/>4.40.3.H</b> | <b>Building setback lines shall be shown for each lot created. Refer to Section 5.70 for set back dimensions.</b>   |  |  |  |  |
| <b>Section<br/>4.40.3.I</b> | <b>Existing Utilities and Drainage.<br/>Five (5) copies of the proposed plat marked to show locations and size of dimensions of existing utilities, drainage and streets.</b> |  |  |  |  |
| <b>Section<br/>4.40.3.J</b> | <b>A receipt showing that all taxes have been paid shall be submitted with the plat.</b>  |  |  |  |  |

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**WAIVER LETTER**

30-Day Processing Requirement for Plats  
Texas Local Government Code Section 212.009



**PLAT NAME:** \_\_\_\_\_

The Texas Municipal Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. A plat is considered approved by the municipal authority unless it is disapproved within that period.

Thirty (30) days is generally not enough time for a plat to be processed by City Staff and forwarded to the appropriate governing body for approval, therefore a waiver for this section of the State Code has been provided below. If this waiver is not signed, it is likely that the plat will be forwarded to the appropriate governing body with a staff recommendation of denial within thirty (30) days of the application being accepted. The waiver shall be signed by the property owner or property owner's agent.

Signing of this waiver in no way slows the processing of the plat. Rather, it allows City Staff sufficient time to conduct a thorough review, time for the applicant to make revisions, and the necessary time to prepare the documents for approval by the appropriate governing body.

**I hereby waive the statutory time limits in accordance with Section 212.009 of the Texas Local Government Code.**

Signature of Owner / Agent: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_