



## 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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### PURPOSE:

The administrative procedure may be followed for the approval of an Amending Plat or a subdivision when the land proposed to be subdivided meets the following conditions and requirements in accordance with Local Government Code Section 212.0065.

- (1) Amending plats described by Section 212.016;
- (2) Minor plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
- (3) No variances to the subdivision ordinance are required.

### INSTRUCTIONS:

#### Step 1 – Pre-Application Process.

If you are not familiar with the process, you may want to make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plat submission. These meetings are held on Tuesday afternoons and you must call and schedule an appointment. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plat review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed plat, and to
- identify special information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive final plat approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

#### Step 2 – Complete the Application, Checklist and Waiver Letter.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Subdivision Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted

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without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive plat approval.

### **Step 3 – Project Evaluation by Staff.**

City staff will evaluate the final plat for compliance with the requirements provided in Section 4.40.3. and the conditions and requirements in accordance with Local Government Code Section 212.00654.20.2. Staff will determine if the application is complete and will return incomplete submittals to the applicant without review.

Staff will review all submitted documents and issue a detailed comment memo within approximately twenty-one (21) working days from receipt of the documents. These comments will be emailed to the developer and surveyor for corrections or clarifications. Resubmittal of the response letter and documents may be sent via pdf after the first hard submittal.

Any proposed plat may be removed from the administrative process and placed in another standard process at the sole discretion of the Director of Planning and Development.

### **Step 4 – Appeal Process.**

Applicants may appeal administrative decisions denying their proposed plat to the City Council by filing a request for such appeal with the Planning Director on or before the 30<sup>th</sup> day following the date of administrative denial.

### **Step 5 – Filing of the Final Plat.**

After approval of the final plat and only after the approval statement set forth in **paragraph 4.20.3** has been executed, the City shall cause the original of the plat to be recorded in the Bastrop County Clerk’s office with the developer/subdivider providing the City with the actual amount of the filing fee and any other documents as required prior to filing. Contact the Planning and Development Department for a current list of fees and required documents.

One (1) mylar of the approved plat shall be provided the Director of Planning and Development for filing. The final plat shall be drawn in ink on mylar or comparable substitute, on sheets twenty-four inches by thirty-six inches (24" x 36") and to a scale of one inch to one hundred feet (1" = 100'). Where more than one (1) sheet is required, an index sheet shall be used. In addition to the mylar, one digital copy of the final plat shall also be submitted.

<b>Application Type</b>	Check one of the following
Amending Plat (described by Section 212.016 of the Local Government Code)	<input type="checkbox"/>
A replat under Section 212.0145 of the Local Government Code that does not require the creation of any new street or the extension of municipal facilities	<input type="checkbox"/>

