



FINAL PLAT APPLICATION

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: _____

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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.**

The following shall be provided with the final plat application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application. **No final plat will be considered unless a preliminary plat has first been submitted and approved.**

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 final plat--**Collated and Folded, 24" x 36" and one 11" x 17"**. (Submit 6 prints of plat within the City limits, 5 prints when in ETJ- Area A)
- ___ 3. Three (3) 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. Signed Waiver Letter- see attached
- ___ 6. Notification list of property owners within 200 feet of subject property as identified on the latest approved tax roll. Notification list shall be provided on one set of mailing labels (Avery 5160 or similar). This information can be obtained from the Bastrop County Appraisal District.
- ___ 7. Copy of deed showing current ownership and a copy of the current tax certificate showing taxes have been paid.
- ___ 8. Planning Dept. Review Fee: \$300.00 plus \$40.00 per lot and \$25.00 for each acre not designated as a lot, exclusive of streets.

Does not include County recording fees. _____ **Total amount submitted.
- ___ 9. Park Land Fee, in lieu of dedication of land, Section 8 of the Subdivision Ordinance:
\$250.00 (per lot, if applicable)
- ___ 10. Three (3) copies of the approved preliminary plat. Check with Bastrop County Clerk's office to see if this property is part of/within an existing recorded plat. If property has been previously platted include three (3) copies of
- ___ 11. 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 final plat details stated in Section 4.20.2 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 final plat application. However these references may not be inclusive of all regulations applicable to the proposed development. 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.

Section 4.20.2. Final Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.A	A title giving the name of the subdivision; the name of the land owner, or owners; the name of the licensed public surveyor and licensed Engineer (if required) responsible for the preparation of the plat; the scale north point, total acres in the subdivision and date.				
Section 4.20.2.B	The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as indicated in Section 4.20.2.B.				
Section 4.20.2.C	A certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land.				
Section 4.20.2.D	An accurate on-the-ground boundary survey of the property with bearing and distances and showing 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				

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	plat on the ground must be shown on the plat.				
Section 4.20.2.E	A complete legal description by metes and bounds of the land being subdivided.				

To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.20.2.F	A certificate of approval to be signed by the mayor shall be placed on the face of the plat. See Section 4.20.3.				
Section 4.20.2.G	The plat shall show width of streets, alleys, public utility easements and easements of record.				
Section 4.20.2.H	Streets, alleys and easements that are to be dedicated shall be shown with the following engineering data: (1) For streets: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided. (2) For water courses and easement: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large water courses in				

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	a convenient location, preferably along a utility easement or drainage if paralleling the easement or stream. The 100 year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100 year flood plain except for public streets or roads and utilities.				
Section 4.20.2.I	Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.				
Section 4.20.2.J	Building set back lines shall be shown for each lot. Refer to Section 530 [5.70] for set back dimensions if property is zoned.				

To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.20.2.K	Proposed Water and Sewer Lines. Two (2) copies of the proposed utility plan showing contours, proposed locations of water and sewer lines relative to street right-of-way, and dimensions of existing water and sewer lines. These proposed lines shall meet the requirements as set forth in Section 5.				
Section 4.20.2.L	Proposed Drainage System. (1) Two (2) copies of the proposed drainage plan, showing two foot contour intervals. All street widths and grades shall be indicated on the plan, and runoff calculations shall be provided for all storm sewers, drainage structures and at all points in the street at changes of grade or where the water enters another				

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	<p>street or storm sewer or drainage structure. Drainage easements shall be indicated.</p> <p>(2) A general location map of the subdivision showing the entire watershed (a U.S.G.S. quadrangle map is satisfactory).</p> <p>(3) Calculations showing the anticipated storm water flow, including watershed area, runoff coefficient, and time of concentration. When a drainage structure or storm sewer is proposed, calculations shall be submitted showing basis for design.</p>				
<p>Section 4.20.2. M</p>	<p>A receipt showing that all taxes have been paid shall be submitted with the final plat.</p>				

<p align="center">To Be Completed By Applicant Indicate Below Compliance With The Following.</p>					<p align="center">To Be Completed By Staff</p>
	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Comments</p>	<p align="center">Reviewed By:</p>	
<p>Section 4.20.2.O</p>	<p>The City Council shall be satisfied that the subdivider will be in a financial position to install or cause to be installed at his own cost, risk and expense all of the improvements herein required. The City Council shall require such security as it in its sole and absolute discretion may deem best in order to insure the orderly development within any subdivision, specifically including, but not limited to, a performance bond equal to the estimated cost of the improvements; a bank letter of</p>				

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	<p>credit; a personal guarantee; or by requiring the subdivider to grant a lien upon the property contained in such subdivision in favor of the City of Bastrop to secure the estimated cost of such improvements. It is expressly understood that as a condition to the approval of said subdivision, no permanent City utilities shall be furnished to any lot within said subdivisions until all improvements required by this ordinance are completed within the block in which said lot is contained and all such improvements have been accepted by the City of Bastrop.</p>				
<p>Section 4.20.3</p>	<p>City Council approval format and text consistent with Section 4.20.3.</p>				
	<p>Supplemental requirements. <i>(Other information and data as required by staff)</i></p>				

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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: _____