



FINAL PLAT INSTRUCTIONS

PURPOSE:

The purpose of the Final Plat review is to ensure consistency with the approved preliminary plat and to ensure the Final Plat presents detailed information required for the official record map and plat of the property to be subdivided or developed, showing thereon the boundaries, lots, public streets, easements, public facilities and features which are necessary to serve the development.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

If you are not familiar with the platting process, you may make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. 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 development, and to
- identify special studies or other 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 without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive plat approval.

FINAL PLAT APPLICATION

Step 3 – Project Evaluation by Staff.

City staff will evaluate the final plat for compliance with the final plat details provided in Section 4.20.1. and 4.20.2. Staff will determine if the final plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the City Council for review. Prior to forwarding the final plat to the City Council, staff must receive the appropriate fiscal surety instrument guaranteeing the construction of subdivision improvements (if applicable). If the staff determines the application is complete and complies with the standards set forth in the City's development ordinances and policies, the Director of Planning and Development will accept the final plat and schedule it for consideration by the City Council.

Step 4 – City Council Review and Action.

Approval or disapproval of the final plat shall be voted by the City Council within thirty (30) days of the date filing is determined to be administratively complete.

Should the final plat as submitted fail to meet the conditions and requirements of the Subdivision Ordinance, the City Council shall disapprove said plat. If requested by the developer, the City Manager will provide a written statement of the reasons for disapproval. In the event of disapproval, the City may withhold all City improvements of whatsoever nature including the furnishing of sewerage facilities and water service from all additions which have not been approved as provided by law and further, permits may not be issued by the building official of the City on any piece of property other than an original or a resubdivided lot in a duly approved and recorded subdivision.

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.

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.

Step 6 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plans application or building permit application depending upon the nature and type of development that is proposed within the subdivision. Additional details and application materials for these applications are available from the Planning and Development Department or on the City's web site.