



## PRELIMINARY PLAT APPLICATION

### PURPOSE:

The purpose of the Preliminary Plat review is to ensure the Preliminary Plat presents detailed information indicating the proposed street and drainage systems, easements, utilities, building lots, and other lots (including parkland) and to aid in the coordination of improvements within and among individual parcels of land or phases of development in the area of 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 plan 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 preliminary plat approval. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information provided at the meeting (even in sketch form), the more thorough and specific the staff can be in response. ***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 preliminary plat approval.

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

City staff will evaluate the preliminary plat for compliance with the preliminary plat details provided in Section 4.10.1. and 4.10.2. Staff will determine if the preliminary plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the Planning and Zoning Commission for review. 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 preliminary plat and schedule it for consideration by the Planning and Zoning Commission and City Council.

### **Step 4 – Planning and Zoning Commission Review.**

Within 45 days from the date the preliminary plat application is accepted by the Director of Planning and Development, the Planning and Zoning Commission will consider the preliminary plat and make recommendations to the City Council for approval or denial.

### **Step 5 – City Council Review and Action.**

The City Council shall consider the recommendations of the Planning and Zoning Commission and staff and may concur or take separate action from that recommended.

### **Step 6 – Final Plat Application.**

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. While highly discouraged, any site improvements made on the property that is the subject of the preliminary plat application prior to acceptance by the city and recordation of the final plat is done at the risk of the applicant. **Approval of the preliminary plat expires at the end of 180 days from the date the City Council approves the preliminary plat unless a final plat has been submitted to the City Council.** However, the City Council may grant one extension of 180 days upon written request of the applicant.

### **Step 7 – Site Development Plans and/or Building Permit Application.**

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plan 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 the City's web site.