



PRELIMINARY 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 preliminary plats must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ E-mail Address _____

Signature of Owner: _____

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

PRELIMINARY PLAT APPLICATION

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 preliminary 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.

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 the preliminary 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: \$800.00 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. If this property has been previously platted include three (3) copies of the approved 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.

PRELIMINARY PLAT APPLICATION

The following shall be provided in accordance with the preliminary plat details stated in Section 4.10.2 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 preliminary 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 4.10.2. Preliminary Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.10.2.A	The name of the subdivision, which shall not duplicate an existing or pending subdivision.				
Section 4.10.2.B	The total acreage and the proposed total number of lots and blocks within the subdivision.				
Section 4.10.2.C	The name of the owner (and address unless given in letter of transmittal). If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given.				
Section 4.10.2.D	The name of the licensed public surveyor and licensed engineer (when required) responsible for preparing the plat.				
Section 4.10.2.E	Scale: 1”=100’. The prior consent of the Director of Planning and Development will be required for use of a smaller scale.				

PRELIMINARY PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.10.2.F	North point, north to be at top of sheet if possible.				
Section 4.10.2.G	Date, revision block and each revision shall bear a new date.				
Section 4.10.2.H	Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.				
Section 4.10.2.I	Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.				
Section 4.10.2.J	A tie to an original corner of the tract of land of which subdivision is a part.				
Section 4.10.2.K	Name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., and the property lines and name of all adjoining property owners.				
Section 4.10.2.L	Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at				

PRELIMINARY PLAT APPLICATION

	<p>two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent.</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 4.10.2.M</p>	<p>Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements.</p>				
<p>Section 4.10.2.N</p>	<p>Proposed features including location, right-of-way and pavement width, surfacing and name of streets; approximate width and depth of all lots; location of building lines, alleys and public utility easements; and schematic plans for drainage, sanitary facilities and utilities.</p>				
<p>Section 4.10.2.O</p>	<p>Designation of any sites for special uses including churches, sewage disposal plants, water storage/pumping facilities, wells or plants, business, industry or other special land uses. If proposed use is unknown, designate as unrestricted.</p>				
<p>Section 4.10.2.P</p>	<p>Regulatory flood elevations and boundaries of flood prone areas, including floodways.</p>				
<p>Section 4.10.2.Q</p>	<p>A preliminary plan sheet showing proposed on-site sewage disposal systems, or sanitary sewers with grade, pipe size and location of points of discharge or connection to existing collection lines.</p>				

PRELIMINARY PLAT APPLICATION

Section 4.10.2.R	<p>A preliminary plan of the drainage system, indicating inlet locations, with grade, pipe size and location of points of discharge.</p> <p><i>(See drainage criteria in Section 1.40)</i></p>				
Section 4.10.2.S	<p>A preliminary plan for proposed fills or other structure elevating techniques, levees, channel modifications, and other methods to overcome flood or erosion related hazards.</p>				
Section 4.10.2.T	<p>Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.</p>				

To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.10.2.U	<p>Key Map. A key map showing relation of subdivision to all known streets in all directions to a distance of at least one (1) mile.</p>				
Section 4.10.2.V	<p>Master Plan Submission. When the subdivision is a portion of a tract later to be subdivided in its entirety, a general development plan of the entire subdivision, showing a schematic layout of the entire subdivision, in the entire tract, shall be submitted with the preliminary plan of the portion first to be subdivided. Acceptance or approval of the said Master Plan does not release the subdivider from submitting a preliminary plat for each section to be developed to compare against Master Plan. The Master Plan may be required by the City to show and provide continuous</p>				

PRELIMINARY PLAT APPLICATION

	<p>public utility easements for the construction of future utilities through the subdivision for service to adjoining property. Such easements shall have sufficient setback requirements to accommodate construction of future utility.</p>				
	<p>Supplemental requirements.</p> <p><i>(See Sect. 1.30 –Traffic Impact and Mitigation. The applicability of these regulations is outlined in Sect 1.30.2)</i></p> <p><i>(May include other information and data as required by staff)</i></p>				

PRELIMINARY PLAT APPLICATION

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: _____