

**Plat No.**

Official use only:  
Preliminary Replat

Date Application Submitted \_\_\_\_\_  
 Date of Notice of Incomplete Application \_\_\_\_\_  
 All Documents Received \_\_\_\_\_  
 Deficiencies Letter Sent \_\_\_\_\_  
 Corrections Approved \_\_\_\_\_  
 Review Meeting Date \_\_\_\_\_  
 Scheduled for City Council \_\_\_\_\_  
 Date Preliminary Plat Approved \_\_\_\_\_



Official use only:  
Final Replat

Date Application Submitted \_\_\_\_\_  
 Date of Notice of Incomplete Application \_\_\_\_\_  
 All Documents Received \_\_\_\_\_  
 Deficiencies Letter Sent \_\_\_\_\_  
 Corrections Approved \_\_\_\_\_  
 Review Meeting Date \_\_\_\_\_  
 Scheduled for City Council \_\_\_\_\_  
 Date Final Plat Approved \_\_\_\_\_

### Application for Subdivision Plat Approval

Owner: Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If the certificate is to be signed in the name of someone other than the landowner, supply name and explanation: \_\_\_\_\_

Describe Subdivision Plat: \_\_\_\_\_

(Attach additional sheets if necessary)

Zone where property is located: \_\_\_\_\_

Anticipated use(s) of property: \_\_\_\_\_

Name of surveyor/engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Are all of the checklist requirements being supplied? Yes \_\_\_ No \_\_\_

If not, please explain: \_\_\_\_\_

Certification:

I hereby certify that I am the owner of the above described property for the purposes of this application. I am respectfully requesting processing and approval of the above referenced plat. I agree to comply with the requirements in all applicable codes. I agree to provide all necessary information concerning this submittal. I understand that any substantial modifications or additions to this submittal can mean the requirement of a revised plat. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

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Owner's Signature

Owner's Printed Name

I also hereby authorize the Applicant, Agent, and or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

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Owner's Signature

Owner's Printed Name

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Applicant's Signature

Applicant's Printed Name

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Agent/Engineer's Signature

Agent/Engineer's Printed Name

## (PUBLIC NOTICE TEMPLATE)

### PUBLIC NOTICE:

There will be a public hearing concerning the Subdivision Plat to be known as \_\_[PLAT TITLE]\_\_, consisting of \_\_[ACREAGE]\_\_ out of the \_\_[SURVEY]\_\_, Horseshoe Bay, [LLANO/BURNET] County, Texas, at the regularly scheduled Horseshoe Bay Planning and Zoning Commission/City Council Meeting beginning at 3:00 PM on Tuesday, \_\_\_\_\_, 20\_\_, followed by discussion and action on the same.

The public hearing will be held at the City Council Chambers, #1 Community Drive, Horseshoe Bay, Texas. You may provide comments regarding this plat at the public hearing, or any time prior to the hearing, in writing, or by calling the City Development Services Department at 830-598-9906.



## Preliminary Subdivision Plat Approval Checklist

\_\_\_\_\_ Preliminary plat signed and sealed by a surveyor and includes the following items:

- \_\_\_\_\_ a. Location map showing the location of the replat area in relation to the City.
- \_\_\_\_\_ b. Name, address, and telephone number of the subdivider, record title owner, engineer and surveyor.
- \_\_\_\_\_ c. Proposed name of the Subdivision, subject to city approval.
- \_\_\_\_\_ d. Dashed in names and approximate layouts of contiguous subdivisions and the owners of contiguous parcels of unsubdivided land, and an indication of whether or not contiguous properties are platted, within 200 feet of the request site.
- \_\_\_\_\_ e. Subdivision boundary lines indicated by heavy lines and computed acreage of the subdivision.
- \_\_\_\_\_ f. The words "Preliminary Plat" in the title block.
- \_\_\_\_\_ g. The location and approximate dimensions, description, and name of all proposed streets, subject to City and County approval, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements, visibility easements or rights-of-way, blocks, lots and watercourses.
- \_\_\_\_\_ h. Date of preparation, scale of plat, and north arrow.
- \_\_\_\_\_ i. Location of City limits line, the outer border of the City's ETJ, abstract lines or independent school district boundaries where applicable, and zoning district boundaries, if they traverse the replat area, form part of the boundary of the subdivision, or are contiguous to such boundary.
- \_\_\_\_\_ j. A number to identify each lot and block, and approximate square footage of all lots which are not rectangular shaped.
- \_\_\_\_\_ k. Identify any flood plains within the subdivision.
- \_\_\_\_\_ l. All physical features of the property to be subdivided, including locations and size of all watercourses, ravines, bridges, culverts, existing structure, drainage area in acres or areas draining into the subdivision, and other features pertinent to the proposed subdivision.
- \_\_\_\_\_ m. The outline of wooded areas and the location of individual trees 18" in diameter or larger shall be shown for properties dedicated for public purposes.
- \_\_\_\_\_ n. The City signature block as seen in Attachment A.

- \_\_\_\_\_ Copy of metes and bounds description.
- \_\_\_\_\_ A survey by a licensed surveyor or engineer has been prepared identifying the proposed lot and block number subdivision application, the location and size of drainage structures, and the location of all easements and set backs. (Two copies submitted.)
- \_\_\_\_\_ Certification from the appropriate representative of the Zone where the property is located stating that the replat complies with existing covenants and restrictions.
- \_\_\_\_\_ Acknowledgement from the LCRA (10,000 square feet or more of impervious cover proposed) that non-point source pollution requirements are being complied with. (Copy submitted.)
- \_\_\_\_\_ Certification from the \_\_\_\_\_ County Department of Natural Resources approving any site sewage facility or other matter within its jurisdiction, including the mark on the survey of the property if it is within the 100 year flood plain. (Copy submitted.)
- \_\_\_\_\_ Certificate indicating approval by the \_\_\_\_\_ County 911 Coordinator of any street ranges, street names and street addresses. (Copy submitted.)
- \_\_\_\_\_ Appropriate POA (President) has been notified of the filing of this application.

**Certification:**

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
**Owner's/Agent's Signature**

\_\_\_\_\_  
**Owner's/Agent's Printed Name**

\_\_\_\_\_  
**Date**



## Final Subdivision Plat Approval Checklist

- \_\_\_\_\_ Conforms to the preliminary plat, if applicable, as approved by the City Council, incorporating any and all changes, additions, modifications, alterations, and corrections stipulated by the City Council.
- \_\_\_\_\_ Contains all of the features required for Preliminary Plats and bears the seal of a registered Texas Surveyor.
- \_\_\_\_\_ Engineering plans prepared by a Licensed Engineer as required for immediate development. Engineering plans shall include grading and drainage plans, water and sewer plans, and any other plans required by the City.
- \_\_\_\_\_ Existing Features:  
The exact location, dimension, name, and description of all existing or recorded streets, reservations, easements, or public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, or located in close proximity to the site, with accurate dimensions, bearings or deflecting angles and radii, area and central angles, chord bearings and distances, tangent distances and lengths of all curves, where appropriate.
- \_\_\_\_\_ Proposed Features:  
The exact location, dimensions, description, and names of all proposed streets, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements or rights-of-way, blocks, lots and significant sites within the subdivision, with accurate dimensions, bearings or deflecting angles and radii, area and central angles, chord bearings and distances, tangent distance and lengths of all curves, where appropriate.

\_\_\_\_\_ The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two (2) recognized land corners. If adjacent property is not platted, "NOT PLATTED" and the owner's name are noted.

\_\_\_\_\_ All approved street names shown.

\_\_\_\_\_ All abstract lines shown and labeled.

\_\_\_\_\_ The locations and dimensions of any easements, designated by use, adjoining or abutting the subdivision.

\_\_\_\_\_ Description of the subdivision by metes and bounds shown.

\_\_\_\_\_ Point of beginning or commencement shall reference an original abstract or existing subdivision property corner. Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referenced.

\_\_\_\_\_ Title including the approved name of the subdivision, the names, addresses and phone numbers of the owner and engineer or surveyor, scale and location of the subdivision with reference to original land grant survey, abstract number, and a north arrow depicting true or magnetic north, and noting whether true or magnetic north is used.

\_\_\_\_\_ Limits of the 100 year flood plain and base flood elevation, if known, or note that such property is not within the flood plain limits, if applicable. Finished floor elevations of two (2) feet above the 100 year flood plain elevation shall be shown on the plat, where applicable.

\_\_\_\_\_ Location and description of monuments, which shall be placed at each corner of the boundary survey of the subdivision shown.

\_\_\_\_\_ Lot and block numbers shown.

\_\_\_\_\_ The square footage or acreage of all lots shown in a table.

\_\_\_\_\_ Certificates of the owner, surveyor, a Dedication Statement, City Signature Block and other standard notes on Final Plat.