



## Preliminary Replat Approval Checklist

- \_\_\_\_\_ Notice has been published in both the Horseshoe Bay Beacon and The Highlander newspapers not less than sixteen (16) days before the council meeting when the application will be considered. (Affidavits of Publication submitted or copies of newspaper publications attached - dates \_\_\_\_\_).
- \_\_\_\_\_ Written notice of this application mailed to the owners of property, so as to be received not less than sixteen (16) days prior to Council meeting, lying outside of the replat boundaries and within 200 feet of those boundaries as indicated on the most recently approved municipal tax roll, or in the case of a replat within the ETJ regulated by the City, the most recently approved County tax roll of the property upon which the replat is requested. The written notice may be delivered by depositing the notice properly addressed with postage prepaid, in a post office or postal depository within the municipal boundaries.
- \_\_\_\_\_ Notice of this application placed on City's bulletin board not less than sixteen (16) days before the council meeting when the application will be considered. (Copy submitted and signed with posting date).
- \_\_\_\_\_ Original plat information being deleted, abandoned, or changed by the Replat, (lots and blocks, rights-of-way, etc.), shall be shown lightly sketched or dotted on the drawing with a note of explanation and the word "Replat" shall be shown in the title block. The exact name of the previous plat shall be retained in the title of the replat.
- \_\_\_\_\_ 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 Replat, 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. Replat boundary lines indicated by heavy lines and computed acreage of the replat.
- \_\_\_\_\_ 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 replat area, 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 replat area.
- \_\_\_\_\_ l. All physical features of the property to be re-platted, including locations and size of all watercourses, ravines, bridges, culverts, existing structure, drainage area in acres or areas draining into the replat area, and other features pertinent to the proposed replat.
- \_\_\_\_\_ 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 existing plat for property being replatted.
- \_\_\_\_\_ A survey by a licensed surveyor or engineer has been prepared identifying the proposed lot and block numbers. The acreage of any lot or parcel involved in the replat 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 Subdivision 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.

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Owner's/Agent's Signature

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Owner's/Agent's Printed Name