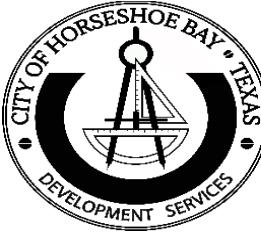


Plat No. \_\_\_\_\_

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 \_\_\_\_\_



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 \_\_\_\_\_

## Application for Phased Preliminary Plat Approval

Date: \_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

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

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

Describe Phased Preliminary Plat: \_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)  
\_\_\_\_\_

Address of Property (if known): \_\_\_\_\_

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

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

Number of Phases and anticipated date of the first phase: \_\_\_\_\_  
\_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

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

Are all 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 | Date |
|-------------------|----------------------|------|

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|                   |                      |      |
|-------------------|----------------------|------|
| Owner's Signature | Owner's Printed Name | Date |
|-------------------|----------------------|------|

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 | Date |
|-------------------|----------------------|------|

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|                   |                      |      |
|-------------------|----------------------|------|
| Owner's Signature | Owner's Printed Name | Date |
|-------------------|----------------------|------|

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|                       |                          |      |
|-----------------------|--------------------------|------|
| Applicant's Signature | Applicant's Printed Name | Date |
|-----------------------|--------------------------|------|

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|                            |                               |      |
|----------------------------|-------------------------------|------|
| Agent/Engineer's Signature | Agent/Engineer's Printed Name | Date |
|----------------------------|-------------------------------|------|



## PUBLIC NOTICE TEMPLATE

### PUBLIC NOTICE CITY OF HORSESHOE BAY

There will be a public hearing concerning the Preliminary Plat to be known as \_\_\_\_\_ Plat No. \_\_\_\_\_, a Preliminary Plat of \_\_\_\_\_ Lots in Horseshoe Bay, (*Llano/Burnet select one*) County, Texas, at the regularly scheduled Horseshoe Bay Planning & Zoning Commission meeting (*or City Council meeting*) beginning at 3:00 PM on Tuesday, \_\_\_\_\_, 20 \_\_\_\_\_ followed by discussion and action on the same. The purpose of the Preliminary Plat is to \_\_\_\_\_.

The public hearing will be held at the City Council Chambers, #1 Community Drive, Horseshoe Bay, Texas. You may provide comments regarding this replat 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.

Insert Map

Public Notice must be approved by the City of Horseshoe Development Services Director prior to being published or mailed.



## Phased Preliminary Plat Approval Checklist

- Original plat information being deleted, abandoned, or changed by the Preliminary Plat, (lots and blocks, rights of-way, etc.) if applicable, shall be shown lightly sketched or dotted on the drawing with a note of explanation.
- Preliminary Plat signed and sealed by a surveyor and includes the following items:
- Location map showing the location of the Preliminary Plat area in relation to the City.
- Name, address, and telephone number of the subdivider, record title owner, engineer and surveyor.
- Proposed name of the Preliminary Plat, subject to city approval.
- 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.
- Preliminary Plat boundary lines indicated by heavy lines and computed acreage of the Preliminary Plat.
- The words "Phased Preliminary Plat" in the title block.
- The location and 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.
- Date of preparation, scale of Preliminary Plat, and north arrow.
- Topographic information shall include contours at two (2) foot interval.
- 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 Preliminary Plat area, form part of the boundary of the replat area, or are contiguous to such boundary.
- A number to identify each lot and block, and square footage of all lots.
- Identify any flood plains within the Preliminary Plat area and provide standard note.
- All physical features of the property included in the Preliminary Plat, 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 Preliminary Plat.
- Copy of metes and bounds.
- 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.
- The City signature block and all required dedication signature blocks.
- Copy of existing plat for property included in the Preliminary Plat with original lots outlined in red, if applicable.

- 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 Preliminary Plat application, the location and size of drainage structures, and the location of all easements and setbacks. (Two copies submitted; one electronic and one paper.)
- Location of all hardwood trees with a diameter of 24 inches or greater measured 4-1/2 feet above ground.
- Certification from the appropriate representative of the Subdivision where the property is located stating that the minor plat complies with existing covenants and restrictions.
- Acknowledgement from the LCRA that non-point source pollution requirements are being complied with. (Copy submitted.)
- Certification from \_\_\_\_\_ County Department of Natural Resources approving any on-site sewage facility or other matter within its jurisdiction, including the location of the facility on the property (if applicable) (Copy submitted.)
- Each phase of the project identified on the drawing.
- Table identifying land use, acres and number of lots and/or density for each phase.

Certification:

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

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Owner's/Agent's Signature

Owner's/Agent's Printed Name

Date