

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 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 Preliminary Plat: _____

(Attach additional sheets if necessary)

Address of Property (if known): _____

Zone where property is located: _____ Zoning Classification _____

Anticipated use(s) of property: _____

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.

Owner's Signature	Owner's Printed Name	Date
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Owner's Signature	Owner's Printed Name	Date
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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.

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
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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.



Preliminary Plan Approval Checklist

- _____ Original plat information being deleted, abandoned, or changed by the Preliminary Plat, (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 if applicable. The exact name of the previous plat shall be retained in the title of the replat if applicable.
- _____ 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 “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 statements.

- _____ Copy of existing plat for property included in the Preliminary Plat with original lots outlined in red.
- _____ 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 the _____ 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.)
- _____ Notice has been published in the Horseshoe Bay Beacon and The Highlander newspapers more than 15 (fifteen) days prior to the public hearing when the application will be considered.
- _____ Affidavits of Publishers submitted.
- _____ Copies of newspaper publications attached.
- _____ One original copy of both publications submitted.
- _____ Notice of the public hearing shall be provided (mailed) to all property owners within two hundred feet (200') of the affected property more than fifteen (15) days prior to the public hearing.
- _____ Copy of notice mailed to property owners and dates mailed.
- _____ List of all property owners notified with names and addresses.
- _____ Bond Posted for Construction cost plus 20%.
- _____ LCRA sign off or permit.
- _____ 911 approval for new street names if applicable.

Certification:

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

Owner's/Agent's Signature

Owner's/Agent's Printed Name

Date